

Visitor Appointment Form

Visitor's Name: _____

E-mail address: _____

Visitor's Title at current Institution: _____

Purpose of Visit: _____

Date of Arrival: _____ Departure Date: _____

Sponsoring Faculty Member: _____

Citizenship Status: _____ Entering Visa Type: _____

(Usually B, J, H)

Passport (*finance office use only*)

Is Visitor to be paid or reimbursed for any of the following?

If yes, please indicate below type of payment, amount and funding source below:

Travel Expenses:	Yes	No	Amount:	Funding Source:
Air	<input type="checkbox"/>	<input type="checkbox"/>		
Transportation	<input type="checkbox"/>	<input type="checkbox"/>		
Lodging (Stanford direct-bill)	<input type="checkbox"/>	<input type="checkbox"/>		
Meals (<i>receipts required</i>)	<input type="checkbox"/>	<input type="checkbox"/>		
Per Diem (<i>itinerary required</i>)	<input type="checkbox"/>	<input type="checkbox"/>		
Salary	<input type="checkbox"/>	<input type="checkbox"/>		
Honorarium (not avail under grant funding)	<input type="checkbox"/>	<input type="checkbox"/>		

Will visitor require any of the following?

	Yes	No	
Math E-mail account	<input type="checkbox"/>	<input type="checkbox"/>	
Wireless Laptop Guest Access	<input type="checkbox"/>	<input type="checkbox"/>	(For wifi-capable laptops, up to 7 days max.)
Access to Stanford Libraries	<input type="checkbox"/>	<input type="checkbox"/>	
Office Space	<input type="checkbox"/>	<input type="checkbox"/>	Location Assigned:

Signature of Sponsoring Faculty

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|---------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Travel & Reimbursement form | <input type="checkbox"/> W-9 Request for Taxpayer ID # | <input type="checkbox"/> E-mail account assigned |
| <input type="checkbox"/> LA-6 Declaration of tax status | <input type="checkbox"/> Travel reimbursement forms given | <input type="checkbox"/> Copy filed |
| <input type="checkbox"/> 8233 Tax treaty | <input type="checkbox"/> Office space/keys assigned | |