



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

ENCUMBRANCE NO. IGR# _____

University of Louisiana at Lafayette
Administration and Finance
Purchasing Office
Martin Hall, Room 123

**REQUEST FOR APPROVAL FOR NON-UNIVERSITY EMPLOYEES
(GUEST/INTERVIEWEE/STUDY OR WORKSHOP PARTICIPANT)**

Form PUR-107

This form is to be used for authorized approvals for individuals invited to the University PRIOR to travel.
W-9 must be on file to obtain reimbursement of expenses. If individual is not a citizen of the US, a completed W-8BEN MUST be submitted.

Section A - Request Summary

Request Date				
Type of Guest (must check one)	Invited Guest	Interviewee	Workshop/Study Participant	Other _____
Individual's Name				
Dates of Travel	Start		End	
Travel Start Location				
Purpose of Visit				
Host College/Department				
Department Contact		Phone		E-Mail

Section B - Estimated Expenses to be Reimbursed

Expense	Quantity	Amount	
Airfare			NOTE: Honorarium to be submitted on a Requisition.
Vehicle Rental (\$ ___/Day)	Days		
Mileage @ \$ ___ (current state rate)	Miles		* Lodging - Must indicate how lodging payment will be made: Reimburse Individual Directly: University to Pay Hotel Directly: <i>IGR# is required to have University pay lodging directly.</i>
Lodging* @ \$ ___/day	Days		
Meals (Mark the quantity of each meal to be reimbursed.)	Breakfast _____ Lunch _____ Dinner _____		
Misc. Itemized Expenses **			
Total			Maximum Amount to be Reimbursed

**Itemized list of miscellaneous and incidental expenses MUST be Included on PUR-119. Original receipts must be submitted for reimbursement.

Payment for alcohol is prohibited using University funds.

Section C - Accounting

Fund	Org	Account	Program	Activity (Athletics ONLY)	Amount

Section D - Approvals

Department	Signature	Printed Name	Date
Requestor			
Department Head			
Supervising Dean			
Supervising Vice President			
Provost/Vice President of Academic Affairs (necessary for faculty ONLY)			
Comptroller/SPFAC			
Director of Purchasing			
Vice President of Administration & Finance			