**GUEST ARTIST INVOICE**

**The following information is required to process a Guest Invoice.**

**In order to have a requested payment in hand for the Guest Artist – the following information must be turned in 2 full weeks prior to the last performance date.**

**The Notarized Claim Form will be emailed, faxed or hand delivered to the Guest Artist for signature only (line marked X Claimant) – return the signed form to Marsha Chapman – this is a viable document required for processing payment. The received form can be notarized in-house (preferred). \*\*\*\*DO NOT HAVE THE GUEST ARTIST SIGN THIS FORM\*\*\***

**If the form is notarized outside the University, the original signed form must be mailed to justify the notarization.**

**Date of Request:**

**Faculty Sponsor:**

**Funding Account (please include):**

**Event/Date of Performance(s):**

**Funding Amount Includes: Guest Artist Fee $**

 **Lodging (inclusive w/fee) $**

 **Misc. Expenses (inclusive w/fee) $**

 **Travel Expenses (inclusive w/fee) $**

 **TOTAL FEE FUNDING $**

**Full name of Guest Artist:**

**Current Mailing Address:**

**City/State/Zip Code +:**

**Contact Number:**

**Social Security Number:**

**Email address:**

* + ***Due to the State of Oklahoma policies and procedures – funding sources may pay:***
	+ ***Honorarium – complete funding amount – NO TRAVEL EXPENSES***
	+ ***Travel expenses (airfare, lodging, per diem) – NO HONORARIUM***
	+ ***Reservations can be made by the department – BUT NOT CHARGED TO THE DEPARTMENT***
	+ ***All Guest(s) are responsible for their lodging charges including all fees and applicable taxes at the time of departure* (if an honorarium is paid).**
	+ ***University honorarium checks are valid for 90 days ONLY.***
	+ ***International Honorariums require Wire Transfer – request form – it is a $30 fee (need acct)***