



School of Music Visiting Artist Request Form

Please complete this form for approval to invite a guest to your class/area.

Your Name:

Guest Name:

Guest Email Address:

Visit Date:

What class/area they are speaking at:

Total Payment:

Funding Source:

Is this request for in-person or virtual talk? **Virtual** **In Person**

If this is In-Person, will you be covering travel expenses: **No** **Yes***
**If Yes, please fill out Page 2 of this form.*

To your knowledge, is this guest an employee and/or student at OSU:

To your knowledge, is this guest receiving funding from another unit:

To your knowledge, is this guest international/not a resident of the US:

Other visit details:

Signature

Date

Fill out this page if you are covering travel-related expenses for your guest.

Check any expenses you will be covering for your guest with university funding:

Hotel stay

Airfare

Gas and/or mileage

Per diem (daily meals)

**Conference
registration**

Public transit (bus, Uber)

Parking fees

Other (please describe):

Funding Source:

If applicable, dates of hotel stay:

Preferred hotel:

If applicable, detail the departure location of the flight:

To book airfare, we will need the date of birth of the guest: