

ORC USE ONLY

Date Received:

VSN #:

Foreign Visiting Scholar Reimbursement/Honoraria Request for Non-Research

Instructions and Certifications

Complete this form in advance of a **non-TAMUCC, foreign scholar's visit** to TAMUCC for a speaking engagement, honoraria, or similar **non-research reimbursement**.

If the non-TAMUCC, foreign scholar's visit is for **research purposes**, complete the form entitled "Foreign Visiting Scholar Request for Research," instead.

By signing this Foreign Visiting Scholar Reimbursement/Honoraria Request for Non-Research (Request), the Requesting Department, Hosting Faculty, and Visiting Scholar certify the following, as applicable:

1. Have read and reviewed this Request; any applicable supporting documentation or third-party approval has been obtained from the appropriate authority and has been included as an attachment to the Request; have signed the Request electronically; and
2. Have submitted the Request a **minimum of thirty (30) days in advance** of the anticipated visit; will communicate whether there is a firm date or other deadline associated with the Request.

After completing the foregoing, submit the Request with supporting documentation via email to the Research Compliance and Export Control Officer:

Research.compliance@tamucc.edu

Requesting Department:

Hosting Faculty:

Visiting Scholar Information

First Name:

Middle Name:

Last Name:

Country of Citizenship:

Institution/Organization:

Institution/Organization Full Address:

Institution/Organization Country:

Full Home Address:

Home Address Country:

Visit Overview

Visit Period: From Date: To Date:

Describe the purpose of the non-research visit.

Payment

Select the intended payment(s).

1. Speaker Fee Yes No
2. Reimbursement of Expenses Yes No
3. Honoraria Yes No

TAMUCC Signatures

Hosting Faculty

Name:

Signature: Date:

Dean or Director

Name:

Signature: Date:

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Yes No Restricted party screening passed for Visiting Scholar.

If "**no**," explain:

Yes No Restricted party screening passed for institution or organization.

If "**no**," explain:

Yes No Additional restrictions on the visit.

If "**yes**," explain:

Name:

Signature: Date: