

****Please fill out this form and submit to Adriana Rosalez (Front Office Coordinator) prior to guest's arrival.**

Department of Spanish & Portuguese

Guest Accommodation Checklist

Faculty Host: _____

Guest Name/Institution: _____

Guest e-mail: _____

Guest Lecture Date & Time: _____

Traveler will need the following accommodations *(Please check all that apply):*

Airfare Purchase _____

For airfare purchased through UCLA Travel *(include travel dates, destinations, airline and seating preferences)*

Airfare Reimbursement _____

Guest needs reimbursement for airfare expenses *(Include expense amount)* _____

**If guest will book their own flight, please note that this can only be reimbursed AFTER the trip has taken place. UCLA can only reimburse for coach/economy airfare. Guest will need to submit a flight itinerary and an ITEMIZED invoice/statement showing the traveler name, seat type, and form of payment used.*

Lodging Accommodations _____

Check-in Date : _____ Number of Nights: _____

Honorarium _____ Honorarium amount: _____

Reception _____

Dinner/Lunch Reservations _____ (Date/Time/Restaurant/# of guests): _____

Audio Visual services requested for lecture

Laptop _____ **Projector** _____ **Speakers** _____ **Microphone** _____ **Other (please specify):** _____

****Please submit Lecture Title, abstract, and any images preferred for event publicizing to Adriana Rosalez.**

For office use only

Event Budget (itemized)

Airfare: _____

Lodging: _____

Honorarium: _____

Reception: _____

Meals (ie: lunch/dinner) _____

Transportation _____

Other (please explain) _____

Event Total: