

Payment for Services Pre-Approval Form

*****Please note, payment for services rendered is not guaranteed if this form is not completed prior to the service date. Requests are to be made at least 30 days prior to the date of the event.*****

Your Name:

Funding Department:

(Name of Person Submitting Form)

GUEST INFORMATION

Guest Name:

Address:

Phone:

Email:

Is this person a Baylor employee?

Yes (If yes, do not use this form to request payment. Please contact the Truett Financial Manager for more information.)

NO (A non-Baylor employee must be a Baylor vendor and will receive a 1099. If the person is not currently a Baylor supplier, a [W-9](#) must be submitted and accepted by Baylor Accounting before an honorarium can be requested.)

Is this person a U.S. citizen?

Yes

NO (Foreign visitors must complete [these Baylor forms](#).)

EVENT INFORMATION

Event Name:

Event Date(s):

This event is...

In Person (face-to-face)

Virtual (online only)

ESTIMATED EXPENSES

Honorarium: \$

Airfare: \$

Rental / Personal Vehicle: \$

([Click here](#) for current mileage rates and Baylor University travel policies.)

Public Transportation: \$

Lodging: \$

Meals: \$

Other: \$

Total Estimated Expenses: \$

AUTHORIZATIONS

Unit/Program Director:

Date:

Financial Manager:

Date:

Dean:

Date: