



WORKSHOP/SEMINAR PARTICIPATION FORM

The undersigned Participant hereby agrees that the amounts specified below are the maximum amount(s) to be paid by Tennessee Tech to Participant for Participant's attendance and participation at the Workshop/Seminar described below.

Name of Workshop/Seminar	
Dates of Workshop/Seminar	
Location of Workshop/Seminar	
University Department Hosting Workshop/Seminar	
Name of Workshop Organizer/Administrator	
Banner Index	
The University will pay Participant up to	(a) \$ _____ per _____ day _____ week as a per diem for food. (b) \$ _____ per _____ day _____ week as a stipend. (c) \$ _____ for documented travel expenditures. (d) \$ _____ for registration. Total: _____

In no event will any reimbursement for travel, meals or lodging, exceed the amounts provided for in the current version of Tennessee Tech's travel policies.

Other terms (N/A if none):	
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Are you a citizen or permanent resident of the United States? Yes No

(If you selected "No," please contact the Workshop Organizer/Administrator immediately for instructions on how to proceed.)

Minority/Ethnicity Code (Check one):

- African American (MA)
- Native American (MN)
- Hispanic American (MH)
- Asian American (MS)
- Other Minority (MO) Specify: _____

Signed:	Signed:
Participant's Signature	PI/Departmental Workshop Administrator's Signature
Printed Name	Printed Name
Street Address	
City, State, Zip	
Phone Number	

Form must be completed prior to beginning of workshop and submitted in Eagle Buy upon workshop completion as an attachment to a requisition for payment to the participant. A W-9 Form should also be completed by each workshop participant.