

**The Harpur College Visiting Speaker Fund**  
**Application form**

*Please tab to each box to complete the form; submit via email to Diane Horvath ([dmhorv@binghamton.edu](mailto:dmhorv@binghamton.edu)).*

Speaker'

# **The Harpur College Visiting Speaker Fund**

## **About the Visiting Speaker Fund**

programs may request funds from the Harpur Dean's Office to help bring

## **Application Process**

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## **Event Publicity**

## **Reimbursement procedures**

## **Budget**

All payments and reimbursements will be charged to a foundation account in the Dean's

account name and number, and send it with supporting documents to the Dean's office for signature.

**or other similar group expenses**

**Unfortunately, we cannot reimburse for receptions**

**Travel** (Management Procedure #204 and NYS Comptroller Traveler's Guide)

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**Honoraria**

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is no more than 10% of the person's annual salary).

**non-resident aliens**