REQUEST A PAYMENT OR TRAVEL FOR NON-EMPLOYEES OF THE OHIO STATE UNIVERSITY

FOR USE BY WGSS, PHIL AND CEHV FACULTY, STAFF AND STUDENTS

INSTRUCTIONS:

- 1. This form can be used to initiate travel or request a miscellaneous payment (such as honorariums or charitable donations) to non-employees of The Ohio State University.
- 2. Please fill in this form completely and email back to Amber Williams: Williams.5449@osu.edu
- 3. Please use the following email header: 'REQUEST PAYMENT OR TRAVEL FOR NON-EMPLOYEES OF THE OHIO STATE UNIVERSITY'

	MOGRAPHIC INFORMATION (required):
Α.	
В.	Name of person making this request:
C.	
D.	Email for person making this request:
E.	Department of person making this request (WGGS/PHIL/CEHV/OTHER):
F.	First Name of non-OUS employee as it appears on State ID:
G.	Last Name of non-OUS employee as it appears on State ID:
Н.	Date of Birth of non-OUS employee:
I.	Home Phone Number of non-OUS employee:
J.	Mobile Phone Number of non-OUS employee:
K.	Email Address for non-OUS employee:
L.	Start Date of Travel (if applicable) for non-OUS employee:
M.	End Date of Travel (if applicable) for non-OUS employee:
N.	Home Institution of non-OUS employee:
Ο.	Working title of non-OUS employee:
P.	Account to which expenses associated with this request should be billed:
<u>BU</u>	SINESS PURPOSE:
	er a description that explains the reason for this request. It must include details of the action/transaction (who, what,
wh	en) and how/why the action/transaction benefits the mission of the university/unit.
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P. BU	Account to which expenses associated with this request should be billed: SINESS PURPOSE:

ATTACHMENTS:

Please attach any supporting documentation related to this request to this form.