

Instructions for Inviting Mitchell Institute Visitors and Collaborators

Instructions: Please make sure to secure the approval of the Mitchell Institute director before inviting visitors if you will be using shared accounts, or general Mitchell Institute accounts. Afterwards, fill out this form and submit it to Alex Tomecek (atomecek@physics.tamu.edu) for every visitor coming to the Mitchell Institute no later than 4 weeks prior to the visit to ensure that airfare and lodging can be secured. Click on fields to begin typing.

Visitor Information

Full Name of Visitor:
Institution and Department:
Gender:
Country of Origin:
Email:
Phone:

Sponsor Information

Name of Sponsor:
Account (if known):
Approval from the MI Director?

Please select any of the following that will be paid for by the Texas A&M account listed above:

Flights Lodging Transportation Meal Per Diem Honorarium
Other:

Purpose of Visit

Please select any of the following that apply to the purpose of the visit:

Collaboration Speaking Attending an Event
Other:

If collaborating, please list all collaborators:

If speaking, please provide the following:

Talk date:
Talk time:
Talk location:
Title of talk:

Abstract for talk:

If attending an event, please provide the following:

Event date:
Event title:

Travel Information

Arrival Date:

Departure Date:

Flights

Maximum requested amount to be spent on flights: \$

MI Booking (paid for by MI)

Visitor Booking (if MI paying, it will be reimbursed later to the visitor)

If MI is booking, please make sure to contact your visitor and let them know that Alex Tomecek will coordinate flights with them.

Lodging

Maximum requested amount to be spent on lodging: \$

MI Booking (paid for by MI)

Visitor Booking (if MI paying, it will be reimbursed later to the visitor)

Preferred lodging, if any:

Transportation

Maximum requested amount to be spent on transportation and parking: \$

Please select the method of transportation while visiting:

Rental Car Personal Vehicle Taxi Shuttle Walking

Will a parking permit be required?:

Office Location

Will the visitor need an office?:

For how long?

Please be aware that selecting 'yes' does not guarantee an office location. All decisions regarding office space must first go through the Building Committee.

Meals

If the Mitchell Insitute is paying for the visitor's Per Diem it will be a maximum of \$35 per day.

Notes
