

Green Honors Chair Departmental Instructions

Each department/school hosting a Green Chair professor for a multi-day visit will be allocated \$1,000 to be used at its discretion for miscellaneous entertainment expenses, printing, mailings, etc. Any unusual needs that would exceed \$1,000 will need to be paid for by your department budget. If you have any questions with regard to the procedures for charging expenses to the Green Honors Chair Account, please call me (ext. 7101).

Please let me know as soon as dates have been confirmed. I will send out an honorarium information form to the guest to request permanent address and Social Security # in order to process the request for the honorarium.

For hotel accommodations you may call the Marriott Courtyards or the Hilton Garden Inn, both will invoice us for the stay. You may also check with Nancy Grieser at Leibrock Village on campus for room availability. The Provost Office pays for all accommodations and per diem expenses, excluding alcohol and movie rentals. The guest will complete a Visitors Expense Form to be reimbursed for expenses while here.

You may request that your Green Chair professor be videotaped by the Center for Instructional Services. These taped lectures may be archived, used in the classroom or broadcast over the campus cable network. Arrangements for the taping should be made with Media Production Support Services on campus (Deana Ray, ext. 7632, TCU Box 298390).

Don't hesitate to call me with any and all questions you might have. If I don't know the answer, I'll find someone who does. Your efforts in making this such a successful program are very much appreciated.

Terri Gartner
Coordinator
Ext. 7101