

Green Honors Chair Departmental Instructions

Each department/school hosting a Green Chair professor for a multi-day visit will be allocated \$1,200 to be used at its discretion for miscellaneous entertainment expenses, printing, mailings, etc. Any unusual needs that would exceed \$1,200 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. Procedures have changed for inviting Green Chairs to campus. After your invited guest has confirmed, you will send them a short contract and request for W9 (both sent with these instructions). The contract will be completed by your department, then signed by your guest. After they and you have signed, the department administrative assistant will enter it along with the W9 into the Cobblestone system (for help call Missy Krippel). I will request the Honorarium payment when all of this is complete a few weeks before the Green Chair arrives. The check will be mailed to their permanent address as indicated on the W9.

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 Mr. Erin Houchin 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 (found on the Financial Services web page) 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