

Distinguished Visitors Program

Guidelines for Faculty Host

Updated 06/20/2024

Overview

The Distinguished Visitors Program at Haverford provides support to bring a diverse and rich set of accomplished scholars, scientists, artists, and other leaders to the Haverford community. The following further describes the various components of the visit and guidance for the shared actions and responsibilities between the DV Program Coordinator and the faculty host.

We thank you in advance for facilitating and hosting a Distinguished Visitor this semester!

Please contact **Gina Niemi, Executive Assistant to the Provost and DV Program Coordinator** with any questions or concerns at gniemi@haverford.edu, (610) 896-1014, or stop by Founders 109.

Resource: [Haverford Expense Reimbursement Policy](#)

PUBLIC TALKS

In addition to speaking to students in a group or a classroom setting, there is an expectation that each guest will hold a public talk open to the larger campus community.

- **Timing:** Public talks typically take place at 4:30PM. Talks may start later on Wednesdays, Thursdays and Fridays when there are no classes after 4:00PM.
- **Tea Service:** A tea service will be ordered to be set up outside the venue 15 minutes prior to the talk. This typically includes coffee, hot water and tea, and cookies. The requested entertainment budget does not need to include the cost the tea service unless a reception on a larger scale is planned. Communicate with the DV Program Coordinator for exceptions to this standard offering.
- **Venue:** Upon approval of the visitor proposal request, the DV Program Coordinator will make every effort to reserve the venue for the public talk or classroom visit as indicated on the request form.
- **Audio Visual:** If audio-visual needs have not been indicated on your proposal submission, please email the DV Program Coordinator as soon as possible with this information. If you request Panopto video recording, be sure to indicate the course number for the Panopto link. Additionally, visitors should be instructed to bring presentations on a thumb drive as a backup. NOTE: It will be essential to save a copy of the presentation to the venue's in-room computer system if Panopto video recording has been requested.

MARKETING

- **Website:** [The Haverford Event Calendar](#) lists upcoming campus events. College Communications will post your public talk on this website provided it has the following information.
 - Title of the talk
 - Brief Description of the topic or talk
 - Brief Speaker Bio (links to their affiliated institutions may also be included)

- Good quality (hi-resolution) image of the speaker or an image relevant to the talk's subject matter

The DV Program Coordinator will assist in uploading the information for the campus events page once it has been received. NOTE: This action can only be completed if the DV Program Coordinator reserves the venue through EMS.

- Campus Flyers: Student workers for the Distinguished Visitors Program will draft a poster as soon as we have received a talk title and photo. The poster will be sent to the faculty host for review and approval. Posters are printed on our Distinguished Visitors Program flyer template and will be posted around campus by our student workers.
- Daily Digest: The DV Program Coordinator will post a notices of a DV Public Talk to the Haverford Daily Digest one week before and one day before as long as all information is received in advance.

TRAVEL / ACCOMODATIONS

- AMTRAK: Visitors may book their own itinerary on Amtrak and submit a paid receipt of payment for reimbursement.
- Air: Visitors may book their own itinerary and submit a receipt of payment for reimbursement. They may also contact our travel agent and the ticket will be billed to the College. Please ask your visitor to contact:
Lisa Timmons, CTC
United Nations Travel Agency (Specializing in Corporate and Entertainment Travel)
Phone: 215-922-4671 - unitednationstravel@gmail.com
- Mileage: Visitors driving to campus will be reimbursed for mileage following the IRS mileage rates posted [here](#). A starting and ending address confirming mileage from Google Maps should accompany the mileage reimbursement request.
- Ground Transportation: When explicitly requested, the DV Program Coordinator will arrange for ground transportation as soon as the visitor's itinerary is received. The requested travel budget does not need to include the cost for ground transportation between Philadelphia and Haverford. The visitor's cell phone number and travel itinerary are required to make these arrangements.
- Overnight Accommodations: The DV Program Coordinator will arrange for a guest room on campus and share the room confirmation information as soon as it is available. The visitor's cell phone number is required. It will be essential to know the estimated arrival time and if visitor will be using their own vehicle as their license plate will be needed when parking overnight on campus. Off-campus accommodations at a nearby hotel may be necessary when there are no on-campus vacancies.

ENTERTAINMENT (Meals and other events)

- Meals on Campus: Distinguished Visitors staying on campus may have breakfast and additional meals (for a multi-day visit) in the Coop. Please ask your visitor to mention "Distinguished Visitor" at the Coop register.
- Dinner with Faculty: Your departmental administrative assistant can assist with off-site dinner reservations. NOTE: Be sure to receive an itemized receipt from your server for any meal reimbursement and include a list of all dinner guests when submitting for reimbursement in Workday.

REIMBURSEMENT TO VISITOR

- **Supplier Set-up:** All visitors must be set up as a supplier in Workday for payment of honorarium and/or travel reimbursements. Your visitor will receive an email from hc-request-supplier@haverford.edu with instructions to set up an account and securely submit all required forms.
- **Foreign currency:** Purchases made in foreign currency must be converted to US dollars showing the exchange rate used on the date of the expenditure or as otherwise converted on credit card statements or other applicable transaction date.
- **Non-US Citizens:** If the visitor is a non-resident alien and has a U.S. tax identification number, please advise the DV Coordinator so the appropriate tax form can be completed by the visitor.
NOTE: A visitor who does not have a U.S. tax identification number, may opt to sign an ITIN tax waiver to waive their right to apply for an Individual Taxpayer Identification Number (ITIN) and agree to be subject to a deduction of 30 percent of their honorarium for U.S. federal tax purposes.

REIMBURSEMENT TO FACULTY HOST

- **Proper documentation:** In order to reimburse a faculty member for out of pocket expenses associated with a Distinguished Visitor, the expense should fall within the approved budget and the following supporting documents are necessary:
 - itemized receipts that show the vendor, date, amount, and essential character of the expense. (A signed credit card receipt that is not itemized or detailed may be insufficient on its own);
 - documentation for meals must also include the names of other attendees, if any, when the College is providing reimbursement. Faculty meal reimbursements also follow Provost Office policies.

TIPS / REMINDERS

- Early planning and clear communication with the DV Program Coordinator is key for a smooth and efficient visit.
- Allow a minimum of 14 days to plan and prepare for an upcoming visit once your DV application has been approved.
- Funding is intended for individual visitors and not clusters of visitors.
- Ensure your Administrative Assistant is aware of the upcoming visit.
- Visitor bios and abstracts should be brief and may be edited to conform with the space limitations of flyers, the Daily Digest, and Campus Calendar.
- Encourage your guest to comply with needed set-up actions and documents for swift close out.
- Receipts for reimbursement should be clear and show proof of payment from a credit card.
- Meal receipts must indicate the names of all attendees.