Information for TAP Colloquium Speaker

Thank you for agreeing to speak at the Theoretical Astrophysics Program Colloquium, University of Arizona.

Your Colloquium will be held at 3:45pm at Kuiper Space Sciences in Room 312.

Send colloquium title, abstract, and images for announcement flyer to:
Debbie at dlfederico@email.arizona.edu

Provide host with names of groups/individuals you would like to meet with prior to your visit.

Concerning travel arrangements:
• Please book your own flight. *Reimbursement is for economy class fare only.
• Payment should be made personally, not your institution, to allow for reimbursement.
• If traveling on multi-leg itinerary please inform host or Debbie for determination of the TAP reimbursable amount.
• Please take a taxi or shuttle when traveling to and from the airport. (Hotels are within walking distance to U of A campus).
• Hotel accommodations will be made for you with the reservation in your name at either:

Adobe Rose Bed & Breakfast • 940 N. Olsen Ave • Tucson, AZ 85719 • (520) 318-4644 • aroseinn.com
Aloft Tucson University • 1900 E Speedway Blvd • Tucson, AZ 85719 • (520) 908-6800 • alofttucsonuniversity.com

• The hotel charges will be billed directly to our department.
• All reimbursement expense receipts including; meals, baggage fees, taxi/shuttle tickets etc. can be mailed, emailed, or turned in directly at Steward Observatory N334.
• Reimbursement for travel expenses is contingent upon completion of the trip. You will be required to complete a W-9 form for US citizens, or a W-8 form for Non-US citizens which will require copies of your Passport/Visa, (J-1, B-1 visa’s only).
  *Note payment processing is from 4-6 weeks
• Please submit all receipts 3 weeks after date of colloquium; you will receive one reminder email.

We look forward to your visit!

If you have any questions/concerns contact:
Debbie Federico • (520) 621-4681 • Steward Observatory N334 • dlfederico@email.arizona.edu