

THE UNIVERSITY OF TENNESSEE
GUEST TRAVELER WORKSHEET

Use this worksheet to gather information to record a guest traveler in IRIS.

Name: _____
Last First Middle

Personnel # (Rehires) _____ **SSN** _____

Responsible Cost Ctr _____ **Cost Ctr Name** _____

Preparer _____ **Phone #** _____

Traveler's Email _____ **Date of Birth:** _____

Travel Dates _____
Beginning Date Ending Date

Type of Action Record a Guest Traveler

POSITION AND PERSONAL DATA

Position Number: _____

Residence Status: U.S. Citizen Non-Resident Alien Permanent Resident

Nationality: _____

RESIDENCE (where check will be sent)

c/o _____

Street _____

County _____

City _____

State _____ **Zip** _____

Phone _____
(include area code)

Comments: