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: _____29999990_____

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:

Form T-24
Rev. 9/5/2014