**REQUIRED INFORMATION TO REQUEST A DISTINGUISHED LECTURER TOUR**

**General recommendations**: Each DL stays a maximum of 3 days at each Chapter, 2 nights in

local hotel. The annual budget per Chapter is U$ 3500 to cover DL Tours. Submit just one request for each proposed DL Tour, in the format suggested below.

For each chapter involved in the DL Tour, please provide the following information:

**Chapter 1:** (Insert Chapter Name)

Arrival Date:

Lecture Date(s):

Departure Date:

Airfare: Determine cost split between chapters, enter your cost share:

Hotel: Number of nights in hotel / Cost per night (recommended: max. 2 nights/DL):

Meals:

Transportation (local):

Other:

**CHAPTER 1 TOTAL:**

-----------------------------------------------------------------------------------------------------------------------------------------
**Chapter n:** (Insert Chapter Name - Complete only if other Chapters are involved)

Arrival Date:

Departure Date:

Airfare: Determine cost split between chapters, enter your cost share:

Hotel: Number of nights in hotel / Cost per night (recommended: max. 2 nights/DL):

Meals:

Transportation (local):

Other:

**CHAPTER n TOTAL:**

***DL TOUR TOTAL COST*** (Covering the visits to all Chapters involved in the DL Tour):

**Social Function Allotment:**

The Society also provides support for coffee breaks and other small social gathering in conjunction with meetings up to $500 per SPS Chapter annually. Please note that funding will be done on a reimbursement basis and funds must be pre-approved.

**Social Function Budget:**

Provide details and budget for each item.

Total Social Function Budget:

----------------------------------------------------------------------------------------------------------------------------------
All the above information must be received to obtain approval. All Chapters involved must approve the proposed DL Tour and costs (submit this to Theresa and Jacob in copy to all Chairs).