Guidelines for Travel During the Fall Residency 2011
(Please read and keep this information for your records)

Some of you may have professional obligations requiring you to take a brief trip away from Iowa City during the fall residency. Such opportunities may include conferences, book fairs, interviews, and visits to schools and institutions in other cities. In general, the IWP supports the efforts of its participants to accept these types of invitations. But we do ask that you clear such invitations with our office (by e-mailing kecia-lynn@uiowa.edu) in advance of your plans, and that you handle the correspondence with the inviting institution regarding the details of your trip.

If you have signed up for a reading, a class or a panel presentation, or other event taking place in Iowa City, please take note of the dates and times involved. We consider any IWP event for which you agreed to be a presenter to be a firm commitment. Because we will have publicized your appearance in advance, it is extremely difficult for us to cancel or change your presentation date to accommodate any subsequent arrangements. It is your responsibility to make the inviting individual or institution aware of your commitments to the IWP. Inform our office of the dates you plan to be absent from the program as soon as possible.

Also:

- Please verify that your trip will not conflict with IWP programming at which you have agreed to present your material.

- Make sure that the inviting institution will pay for your travel, meals, and accommodations during the time you are away. The IWP cannot make these arrangements on your behalf.

- If your trip involves air travel, it is your responsibility to arrange transportation to the airport. [The IWP cannot provide transportation for you.] The Cedar Rapids Airport Shuttle Service charges $36/person for a one-way ride, $67/person for a round-trip ride, and provides door-to-door service. At least 24 hours before your trip, make a reservation by calling the Shuttle Service at (319) 365 0655. Ask for a receipt so that you can be reimbursed by your inviting institution.

- If your inviting institution offers you a payment (or “honorarium”) for your visit, please inform our office immediately so that we can provide you with the proper documentation asserting that you have permission to receive an honorarium. Only participants with a J-1 visa may receive these payments; and then ONLY with written permission from your visa sponsor. If you have questions about your visa, or about honoraria, please inquie with Kecia Lynn or Kelly Bedeian at the IWP office.

- It is likely that your inviting institution will ask you to complete certain paperwork relating to your honorarium payment. It is your responsibility to fulfill this paperwork on your own, or in consultation with your inviting institution. The IWP cannot complete the paperwork on your behalf. The IWP staff is able to assist you with sending and receiving faxes during regular business hours.

- In order to expedite your payment, it is good practice to bring certain documents along to your school visit/special appearance. Most institutions will ask for copies of your passport, visa, I-94 form, DS-2019 form, and social security card. Having these materials
on hand will make payment much easier for you, and the school. Don’t leave home without them!

- Please work with the inviting institution on the amount of your payment. The IWP cannot negotiate the terms of payment on your behalf.

- Many institutions will not be able to pay you immediately. Please keep in mind that your payment may not arrive until several weeks or months after your appearance/reading. In some cases, you may already be back in your home country. Plan your finances accordingly and remember to keep your U.S. bank account open until you have received all payments due to you. The IWP is able to deposit any checks you may receive after you have returned home.

- Please provide Kecia Lynn with the phone number and location where you will be staying, as soon as you have them.