

## Speaker Travel and Speaker Fees

**NOTE:** The website URL for **Workday reference guides** that are referenced in this section is:  
<https://confluence.esg.wsu.edu/display/WKB/Workday>

### HIRING A SPEAKER

Departments frequently conduct programs which include individuals with expertise who present or participate in lectures, seminars, productions, or conferences. Prior to hiring a speaker or conference participant, the sponsoring department must decide whether the individual should be hired as an employee or as an independent contractor.

#### Contractor

An independent contractor presents material based upon personal experience, specific expertise, or other information. An independent contractor does not have continuing responsibility. See *BPPM* 70.50 and 60.01 for definitions of an independent contractor.

#### Employee

An employee is responsible for conducting a class, which includes presentation of the material, evaluation, and related responsibilities. The duration of the class is not a factor. Faculty who team teach a course are considered employees. These faculty titles may be visiting professors or visiting lecturers.

If proposed duties are employee duties the individual should be hired as a University employee. See *BPPM* Chapter 60 for personnel procedures.

#### Foreign Speaker

If the speaker is a nonresident alien, refer to *BPPM* 60.05 or contact Payroll Services for special instructions; telephone 509-335-9575.

### PRIOR AUTHORIZATION (Independent Contractor)

If the proposed speaker is an independent contractor, the department must complete a Create Requisition business process to authorize the fee and any necessary travel expenses. (See *BPPM* 70.50 and the Workday Create Requisition reference guide and other applicable Workday Procurement reference guides.)

If the Requisition is approved, the departmental buyer or the buyer in Purchasing Services then creates a Purchase Order and Supplier Invoice in Workday to complete authorization of the expenses.

#### Under \$10,000

To authorize the travel expenses and/or fee if the proposed fee is less than \$10,000, the department completes a Create Request business process in Workday, selecting the Payment Request as the request type. The department must describe the nonemployee

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### **Under \$10,000 (cont.)**

speaker travel and attach a State of Washington Invoice Voucher to the Payment Request. See *BPPM* 30.45 and 95.01 and the nonservice payment requests subsection of the Workday Create Supplier Invoice Request reference guide for Create Request—Payment Request instructions.

### **BILLING**

After the event or program, the department must complete a Create Request business process in Workday, selecting the Payment Request as the request type, to claim payment for expenses associated with speaker and conference participant expenses.

The department must describe the nonemployee speaker travel and attach a State of Washington Invoice Voucher to the Payment Request. See *BPPM* 30.45 and 95.01 and the nonservice payment requests subsection of the Workday Create Supplier Invoice Request reference guide for Create Request—Payment Request instructions.

### **Taxpayer Identification**

Obtain the speaker's taxpayer identification number, i.e., social security number or employee identification number. Enter the number on the Create Request—Payment Request in Workday and the attached State of Washington Invoice Voucher. WSU uses this number to meet IRS reporting requirements.