Speaker Travel and Speaker Fees

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.

AUTHORIZATION

If the proposed speaker is an independent contractor, the department must complete the appropriate form to authorize the travel expenses and/or the fee. The department selects the authorization form based on the fee amount, as indicated below.

$10,000 and Over

The department completes a Departmental Requisition to authorize the fee and any necessary travel expenses if the proposed fee is $10,000 or more (BPPM 70.50).

Under $10,000

The department completes a Travel Authority to authorize the travel expenses and/or fee if the proposed fee is less than $10,000. Refer to Figure 1. See BPPM 95.05 for general Travel Authority instructions.

BILLING

After the event or program, the department must complete the appropriate form to claim payment for expenses associate with speaker and conference participant expenses. The department
Speaker Travel and Speaker Fees

selects the form based on whether or not the claim includes travel expenses.

Claim Includes Travel Expenses
If the claim includes travel expenses, the department prepares a Travel Expense Voucher to claim payment for the speaker and conference participant expenses associated with expenses. The department enters the fee under Other Expenses (see Figure 2).

Claim Does Not Include Travel Expenses
The department uses a State of Washington Invoice Voucher to claim a fee payment for the speaker or conference participant if the claim does not include travel expenses (BPPM 30.45).

Taxpayer Identification
Obtain the speaker's taxpayer identification number, i.e., social security number or employee identification number. Enter the number on the Travel Expense Voucher or Invoice Voucher. WSU uses this number to meet IRS reporting requirements.
Speaker Travel and Speaker Fees

Example of a Travel Authority to authorize expenses for a speaker or conference participant

![Travel Authority Form]

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**TA No.** TA12345

**WASHINGTON STATE UNIVERSITY**

**PULLMAN, WA 99164-1025**

See 95.05 for additional instructions.

### SECTION 1

**TRAVEL AUTHORITY**

<table>
<thead>
<tr>
<th>NAME OF TRAVELER/SPEAKER</th>
<th>WSU ID NO.</th>
<th>TITLE</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex Jones</td>
<td></td>
<td>Professor</td>
<td>Sociology</td>
</tr>
</tbody>
</table>

**PURPOSE OF TRIP**

Dr. Jones will lecture to the graduate students in social service areas about the opportunities for research grants related to graduate theses. He will speak to three classes and on January 5 present a seminar to invited faculty and students.

**DATE**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>HEADQUARTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iowa City, IA</td>
<td>Pullman</td>
<td>Quality Inn</td>
</tr>
<tr>
<td>Pullman</td>
<td>Iowa City, IA</td>
<td></td>
</tr>
</tbody>
</table>

**ITINERARY**

- January 4: Iowa City, IA to Pullman
- January 5: Pullman to Iowa City, IA
- January 6: Pullman to Pullman

**MAIL CODE**

<table>
<thead>
<tr>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
<th>HEADQUARTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/4</td>
<td>Idaho</td>
<td>Pullman</td>
<td>Quality Inn</td>
</tr>
<tr>
<td>12/5</td>
<td>Pullman</td>
<td>Iowa City, IA</td>
<td></td>
</tr>
</tbody>
</table>

**MAILING ADDRESS OF TRAVELER**

Pullman, WA 99164-1025

**TRAVELER’S SIGNATURE/DATE**

12/6/11

**APPROVING OFFICIAL NAME AND TITLE**

Calvin Rogers, Dept. Chair

**APPROVING OFFICIAL SIGNATURE/DATE**

/s/ 12/6/11

**DEAN/DIRECTOR NAME AND TITLE**

Donald Golden

**DEAN/DIRECTOR SIGNATURE/DATE**

/s/ 12/7/11

**CONTROLLER/DATE**

12/8/11

**SECTION 2**

**CONFERENCE REGISTRATION**

- Check if conference expenses are to be paid directly by the Travel Section.
- Attach a completed registration form and enter amount.

**SECTION 3**

**TRAVEL ADVANCE**

- Mail to traveler’s address.
- Hold

**AUTHORIZED EXPENSES**

- Meals and lodging (not to exceed rates in 95.19)

**TRAVELER’S SIGNATURE/DATE**

12/6/11

**SECTION 4**

**ACCOUNT INFORMATION**

<table>
<thead>
<tr>
<th>FUND</th>
<th>SFUND</th>
<th>PROG</th>
<th>BUDGET</th>
<th>PROJECT</th>
<th>OBJECT</th>
<th>SUBOBJ</th>
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</thead>
<tbody>
<tr>
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<td>2840</td>
<td>7284</td>
<td>03</td>
<td></td>
<td></td>
<td></td>
<td>1834.30</td>
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</table>

**NOTE:** This is an example of a Travel Authority to authorize expenses for a speaker or conference participant. It includes details such as the purpose of the trip, itinerary, and Authorization of expenses. The form is used to outline the specifics of the travel plan and ensure compliance with the university's policies.
Speaker Travel and Speaker Fees

Example of a Travel Expense Voucher to claim payment for expenses for a speaker or conference participant.

TRIP INFORMATION

<table>
<thead>
<tr>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
<th>DEPART</th>
<th>RETURN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4</td>
<td>Iowa City</td>
<td>Pullman</td>
<td>6 am</td>
<td>6 pm</td>
</tr>
<tr>
<td>1/5</td>
<td>Pullman</td>
<td>Fullman</td>
<td>12.00</td>
<td>12.00</td>
</tr>
<tr>
<td>1/6</td>
<td>Fullman</td>
<td>Iowa City</td>
<td>11 pm</td>
<td>Pullman</td>
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FOOD AND LODGING

<table>
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<tr>
<th>LOCATION</th>
<th>RATE</th>
<th>LOCATION</th>
<th>RATE</th>
<th>LOCATION</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Pullman</td>
<td>17.00</td>
<td>Fullman</td>
<td>17.00</td>
</tr>
<tr>
<td>Seattle</td>
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<td>Pullman</td>
<td>22.00</td>
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</table>

AUTOMOBILE

<table>
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<tr>
<th>MILEAGE</th>
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<tbody>
<tr>
<td>46</td>
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</tr>
<tr>
<td>46</td>
<td>127.30</td>
</tr>
<tr>
<td>109</td>
<td>217.30</td>
</tr>
</tbody>
</table>

EXPENSES

888-99-1111

I certify, under penalty of perjury, that the travel listed above was official University business and that expenses listed were appropriate in the conduct of this business. Other than as described above, I have not received nor will I receive other reimbursement for these expenses.

I claim the exception to the maximum lodging amount and certify that the following exception condition per BPPM 95.06 exists:

The most economical means available were used to accomplish this business unless personal safety would have been compromised. Other than as described above, I have not received nor will I receive other reimbursement for these expenses.

AW TYPE

☐ Check if the claimant is not a U.S. citizen and enter visa type.

TRAVEL EXPENSE VOUCHER

WASHINGTON STATE UNIVERSITY
PULLMAN, WA 99164-1025

CONTROLLER'S OFFICE USE ONLY

PAYMENT REQUEST NUMBER

SUBBUDGET FUND PROJECT

CLAIMANT NAME, TITLE, MAILING ADDRESS

ACCOUNT CODE CERTIFICATION AND APPROVAL

TRAVEL DETAILS

1/4-6 Dr. Jones Fee 400.00

Figure 2