

## Accounts Payable

# FOREIGN GUEST/SPECIAL LECTURER PAYMENT REQUEST

Please note: This form must be completed and submitted to the Accounts Payable Department prior to the end date of the lecture. Please submit four weeks in advance to allow sufficient time for processing. A supplier [Payee Data Record](#) (Std. 204) must accompany this request for new suppliers. SDSU payment terms are net 30 and university payments are mailed.

### PAYMENT INFORMATION - TO BE COMPLETED BY GUEST LECTURER

Payee Name: \_\_\_\_\_

Name of Guest Lecturer (if different than payee name): \_\_\_\_\_

Street Address (where to remit payment): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Country: \_\_\_\_\_ Email: \_\_\_\_\_

International guest lecturers receiving an honorarium payment are required to complete a [Foreign National Information Form](#) and [W-8BEN](#), and submit with this document. Nonresident aliens may be subject to federal tax withholding of 30%. If the lecturer is receiving a reimbursement payment, a [Travel Expense Claim](#) with supporting receipts must be submitted.

Is payee a California resident?      Yes       No       If no, California nonresidents may be subject to an additional California tax withholding of 7%. See [Payee Data Record](#) (PDR) form for additional information.

I understand that payment for services provided to SDSU will be made in arrears. If my immigration status classifies me as a nonresident alien (NRA) and I am receiving an honorarium payment, I understand that I must complete the [Foreign National Information Form](#) and [W-8BEN](#). All applicable tax laws will apply and appropriate taxes will be withheld by the university from the amount indicated below. I have furnished all information and documents necessary, including a [Travel Expense Claim](#) with all receipts attached for any reimbursable expenses, so SDSU may comply with state and federal taxation and immigration law. I also hereby certify that the above is true and correct and that I understand the statements above.

Signature/Guest Lecturer: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE COMPLETED BY DEPARTMENT

**POLICY:** Faculty from other universities are eligible for guest/special lecturer payments during the normal academic year. Full time SDSU faculty are not eligible during the normal academic year. Part time SDSU faculty paid from the State General Fund (SGF) are not eligible for guest/special lecturer payments during the normal academic year if those payments are made from the Lottery Fund. All SDSU faculty are eligible to earn honorariums from other than the SGF instructional faculty funds (subject to fund source restrictions) during summer, winter, and spring breaks. All such payments must be processed via an academic transfer form or a college of Extended Studies appointment document. SDSU staff in work week group 4C are eligible to earn special/guest lecturer payments from the SGF only on their reported vacation days. All SDSU employees must receive advance approval from the Center for Human Resources for special/guest lecturer payments. All such payments must be requested via a staff transaction form. SDSU staff paid from the SGF are not eligible for guest/special lecturer payments.

Is guest lecturer an SDSU employee? Yes       No       If yes, complete the following:SDSU Faculty      Full Time       Part Time SDSU Staff      Full Time       Part Time 

Other (specify): \_\_\_\_\_

Department: \_\_\_\_\_ Dept. Contact: \_\_\_\_\_ Ext.: \_\_\_\_\_

Topic of Lecture: \_\_\_\_\_ Date(s) of Lecture: \_\_\_\_\_

Account Number: \_\_\_\_\_ **Total Payment Amount:**  Amount of **Honorarium Payment:** \_\_\_\_\_ Amount of **Reimbursement:** \_\_\_\_\_Were services provided within the State of California?      Yes       No       If no, where? \_\_\_\_\_

*Approved for payment. Payment authorization is in accordance with the SDSU Fiscal Authorization Hierarchy (FAH).*

FAH Signer (Print): \_\_\_\_\_ Date: \_\_\_\_\_

FAH Signer (Signature): \_\_\_\_\_