

**BROWN UNIVERSITY
GUEST SPEAKER PAYMENT FORM**
(Use for guest speakers in an amount of \$5,000 or less)

Instructions

This form is used for guest speakers who are paid no more than \$5,000. Ensure the guest speaker is in the supplier data base prior to payment processing. Refer to the Guest Speaker Policy and the Visitor Travel Reimbursement Policy for additional assistance.

- Guest Speakers who are US Residents: Attach this form to the Workday Supplier Invoice payment request.
- Guest Speakers who are Foreign Nationals: Complete this form and attach this to this form any supporting documentation, including forms and data required to determine tax treaty eligibility. Mail or deliver this form to the Accounts Payable Office.

Name

Permanent/Home Address (Foreign National Speakers Only)

Address #1

Address #2

Address #3

Country

Local Address (Foreign National Speakers Only)

Address #1

Address #2

City/State/Zip

Location of Services

Description of Engagement

Fee for services

Expenses

Grand Total: Fee and Expenses

Date(s) of Service

Speaker a Foreign National: Yes No

(If yes, attach the Foreign National Data Collection Form and supporting documentation so that the Controllers Office can determine if the payment is eligible for a tax treaty benefit.)

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Yes

No

Worktags:

Department Name

Cost Center

Gift (Spendable)

Grant

Gift (Endowment)

Project

Agency

Program

Other