

**Procure-to-Pay
FOREIGN GUEST/SPECIAL LECTURER PAYMENT REQUEST**

PAYMENT INFORMATION TO BE COMPLETED BY GUEST LECTURER

Please note: This form must be completed and submitted to the Procure-to-Pay Department two weeks in advance to allow sufficient time for processing. New suppliers with San Diego State University, or existing suppliers with tax reporting or remittance address changes, must complete a **Supplier Information Form (PDR-STD 204)** before payment can be issued; please email Supplier Maintenance at p2psupplier@sdsu.edu to request a new supplier setup or to update an existing supplier. SDSU Guest Lecturer payment terms are Immediate from the last date of lecture and university payments are mailed in arrears to the remittance address noted on the **Supplier Information Form (PDR-STD 204)**. Before any travel arrangements are made for a foreign guest/special lecturer, they must first have proper documentation to perform services in the United States for payment; for assistance in this please work with Vanessa Campos at vanessa.campos@sdsu.edu in the department of Faculty Advancement & Student Support. Please see the checklist on page 2 for documentation that may be required for payment to be issued.

Payee Name: _____ Email: _____

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

Street Address (where to remit payment): _____

City, State, Zip: _____ Country: _____

I certify that I have the required documentation to perform services in the United States for payment: Yes ☐ No ☐

International guest lecturers receiving honorarium payment are required to submit a completed Foreign National Information Form and a completed IRS Form W-8BEN with this request. Nonresident aliens may be subject to a federal tax withholding of 30%. If the international guest lecturer is receiving an expense reimbursement payment, then a Travel Expense Claim (with all supporting itemized receipts) must be submitted with this request.

Is payee a California resident? Yes ☐ No ☐

If no, California nonresidents may be subject to California tax withholding of 7%. See **Supplier Information Form (PDR-STD 204)** 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 IRS Form W-8BEN. All applicable tax laws will apply, and appropriate taxes will be withheld by the University from the amount indicated below. The total payment may also be reportable to the IRS and other tax authorities. I have furnished all information and documents necessary, including a Travel Expense Claim with itemized receipts attached for any reimbursable expenses, so that SDSU may comply with state and federal taxation laws. I also hereby certify that the above is true and correct and that I understand the statements above.

Signature of Guest Lecturer: _____ Date: _____

TO BE COMPLETED BY THE DEPARTMENT

POLICY: Active SDSU faculty, staff and students are not eligible for guest/special lecturer payments paid through the Procure-to-Pay department. Former SDSU faculty, staff and student employees must typically be separated from the University for twelve months before they are eligible for guest/special lecturer payments. 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 and paid through the Payroll Department and reflected on the employee's payroll check.

Is the Guest/Special Lecturer active an SDSU Faculty or Staff member, or Student? Yes ☐ No ☐

Department: _____ Preparer: _____ Ext.: _____

**Preparer must have Oracle access.*

Name of Lecture/Event: _____ Date(s) of Lecture/Event: _____

Expense Type (see dropdown list): _____

**If the expense being requested for payment is not listed here, please refer to the "SDSU Non-PO Procure to Pay Policy."*

Oracle Account String: _____ Total Payment Amount: \$ _____

Amount of **Honorarium Payment**: \$ _____ Amount of **Reimbursement**: \$ _____

**Reimbursement processed on Travel Expense Claim.*

Where were the services physically provided?

☐ Inside California ☐ Outside California, but inside the U.S. ☐ Outside the U.S.

Is there an agreement associated with this event? Yes ☐ No ☐ If yes, attach a copy of the completed agreement.

Payment authorization is in accordance with the SDSU Fiscal Authorization Hierarchy (FAH).

ALL FAH APPROVAL WILL BE DONE THROUGH ORACLE

FOREIGN GUEST/SPECIAL LECTURER CHECKLIST

- ☐ Confirm a foreign visitor's eligibility of payments at SDSU Faculty Advancement 'Immigration' webpage and consult with Regulations and Compliance Specialist as necessary **BEFORE** he or she visits the U.S. to provide a service.

Receiving an ineligible payment could affect the foreign visitor's future immigration benefit because it is evidence that the foreign visitor breached the terms and conditions of his/her immigration status.

- ☐ Submit the below documents to the Procure-to-Pay department:
 - ☐ Foreign Guest/Special Lecturer Payment Request Form (if a lecturer is receiving a reimbursement payment, a Travel Expense Claim with supporting itemized receipts must be submitted).
 - ☐ Copy of flyer, bulletin, or brochure with lecture information.

The Procure-to-Pay Supplier team will email the guest/special lecturer with a secure link via AdobeSign to complete and submit the below documents.

** = These documents are not required if a lecturer provides a service outside of the U.S.*

- ☐ Supplier Information Form (PDR-STD 204)
- ☐ Form W-8BEN (Individual) or Form W-8BEN-E (Entity)
- ☐ Foreign National Information Form (SDSU Tax Form)
- ☐ * Copy of passport page with expiration date and foreign visitor's picture.
- ☐ * Copy of I-94 obtained from Department of Homeland Security's website, or passport page with a U.S. admission stamp indicating date of entry, immigration status, and expiration date.
- ☐ * For J-1 VISITOR- Copy of DS-2019 Form
- ☐ * (NOTE: If SDSU is not the sponsoring institution, written authorization from the sponsor's Responsible Officer is also required).
- ☐ * Refer to Department of Homeland Security – Study in the States for form: <https://studyinthestates.dhs.gov/>
- ☐ * For F-1 VISITOR- Copy of I-20 Form, all 3 pages.
- ☐ * Refer to Department of Homeland Security – Study in the States for form: <https://studyinthestates.dhs.gov/>
- ☐ * For Boarder Crossing Card Holder (Mexican Citizen)
- ☐ * Copy of a card with a cardholder's name and an expiration date.
- ☐ * For WB (Canadian Walkover for Business) Holder (Canadian Citizen), if a WB card is used to enter the U.S. instead of a passport.
- ☐ * Copy of a card with a cardholder's and an expiration date.

For immigration questions, please contact:

Vanessa Campos
Faculty-Scholar Immigration Specialist
Office of Faculty Advancement & Student Success
Email: vanessa.campos@sdsu.edu

For tax questions, please contact:

Tuan Pham
Tax Analyst
Business & Financial Affairs
Email: tax@sdsu.edu

Questions, please submit ServiceNow Request:

Link: P2P ServiceNow Request Form