

LECTURERS, SPEAKERS OR ENTERTAINERS INFORMATION

A "W-9" Form must accompany this form.

Payable to: _____

Address: _____

(include city, state and zip)

Performer's Social Security Number OR Agency's Federal Tax Identification Number* _____

**Mandatory. This information is used for IRS tax reporting purpose, K.S.A. 76-725, I.R.S Code 6109 (a)(2)&(3)*

Performer's name _____

(if different then above)

Is the performer a U.S. resident? _____ Yes _____ No*

**If no, special arrangements will need to be considered. Please contact the OSAS Budget Office, 532-6541, as soon as possible.*

Is the performer a State of Kansas employee? _____ Yes* _____ No

**If yes, SGA is unable to pay State of Kansas employees for honorarium services.*

Amount to be paid: _____ It takes 2-3 weeks to process a payment!

Performance Date(s) _____ Performance time(s) _____ Length of performance _____

Performance(s) location: _____ Sound check time (if necessary) _____

Type of performance/service: _____

Any additional provisions: _____

Student organization(s) sponsoring event: _____

Contact person _____ Phone _____ E-mail _____

PLEASE CHECK ONE:

Time permitting, have check available for performer night of event _____

Please send check directly to address above the day after the event occurs _____

TO BE COMPLETED BY THE PERFORMER/AGENCY

I understand that I will be paid by State of Kansas check upon completion of the above performance(s). I can be reached at (email) _____ and/or (phone #) _____ - _____ - _____ should you require any additional information.

Performer's/Agent's signature _____ Date _____

Purchasing Department Only:

Approved: _____

Date: _____

Lecturer, Speaker or Entertainer Fees(LSE)

LSE events funded by SGA must be free and open to all K-State students. Admission fees may be charged to faculty, staff, and the community.

If your organization receives funding from SGA for LSE(Lecturer, Speaker or Entertainer) fees the following are the **ONLY** options your organization has in using these funds for the LSE:

#1(very highly suggested) Pay all expenses in one lump sum to LSE or agent representing the LSE. If this is the method preferred then a LSE Form and W-9 needs to be completed and submitted to me for payment. If you wish to have the check available for the LSE the day of the event, then these forms must be submitted at least 3 weeks before the event; otherwise the check will be mailed out after the event.

*If they absolutely refuse this option then these are the options available:

AIRFARE: LSE would need to submit a paid airfare receipt showing itinerary, payment information and their name. I would reimburse the LSE directly after the event. We will not pay first class airfare. All receipts must be submitted within at least 7 days after the event.

LODGING: LSE would need to submit a paid itemized lodging receipt. I would reimburse the LSE directly after the event. All receipts must be submitted within at least 7 days after the event. OR the hotel can direct bill the OSAS office. You will need to speak to the OSAS Accountant about this option.

GET SPEAKER FROM AIRPORT AND BACK: I can reimburse mileage only @ state rate per mile(not gas costs)to pick up and return the speaker to the airport (Wichita, Kansas City or Manhattan airports only). OR LSE can rent a car(at most economical rate, no limousines) and submit a paid receipt and I can reimburse the LSE directly. Receipts must be submitted within at least 7 days after the event.

MEALS: (for speaker ONLY) LSE will need to pay for their own meals and present me with an itemized receipt of what was eaten and I will reimburse directly to LSE after the event. We will not pay for any alcoholic beverages. Receipts must be submitted within at least 7 days after the event. Or LSE can charge their food only to the hotel room, if that is an option at the hotel.

A LSE FORM AND W-9 MUST BE FILLED OUT TO PAY FOR ANY EXPENSES!!

Student organizations and/or individuals CAN NOT pay for these expenses and be reimbursed, unless otherwise noted above. If you pay for these items you WILL NOT be reimbursed by these funds. Please see the OSAS Accountant if you have questions.