

Req. # \_\_\_\_\_

Date \_\_\_\_\_

Acct. # \_\_\_\_\_

Dept. \_\_\_\_\_

# Consultant/Lecturer Reimbursement Requisition

Purchasing / State University of New York at New Paltz

Forward original signed copy to the Purchasing Office. Retain a copy for department files.

All requests for consultant/lecturer reimbursement must be forwarded on this form accompanied by a NYS Standard Voucher and Consultant Agreement Attachment signed by consultant/lecturer.

### PLEASE PRINT:

Name \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date(s) service rendered \_\_\_\_\_  
Name of campus individual to contact with questions Phone Extension

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Social Security Number

Nature of service rendered (Please attach copy of meeting or conference program):  
\_\_\_\_\_

Qualifications of consultant/lecturer \_\_\_\_\_

Type of Audience \_\_\_\_\_ Size of Audience \_\_\_\_\_

Was an admission fee charged?:  YES  NO (If YES give details)

Consultant/lecturer is an employee of: (Please check one)

SUNY - New Paltz  SUNY - other than New Paltz  Research Foundation of NYS  Non-NYS Employee

### EXPENDITURES

Honorarium Rate per day: \$ \_\_\_\_\_ x \_\_\_\_\_ days = \$ \_\_\_\_\_

Travel/Lodging expense .....= \$ \_\_\_\_\_ (detail expenses on NYS Voucher and attach receipts)

Total to be paid .....= \$ \_\_\_\_\_

A completed Consultant Agreement Attachment must be submitted with this requisition

**SUNY REIMBURSEMENT LIMITATIONS:**  
Payments to faculty members on their own campuses WILL NOT be made at anytime. Payments to faculty members at sister campuses will be no more than \$40.00 per day where overnight expenses are not incurred and no more than \$100.00 where overnight is required.

### DEFINITIONS:

**CONSULTANT:** An individual who is engaged to perform, independently, a specific job for a stated sum of money, performing his/her duties with very little supervision and having under his/her own control the manner and detail of accomplishing the end result to be achieved. A consultant may or may not carry out his/her duties at the site of the project. Emphasis here is on completion of a task, regardless of hours and days required. Payments are made in a lump sum or at stated intervals.

**LECTURER:** Is a recognized expert in a particular discipline, engaged to lecture to a group, generally but not always to supplement the lectures of the regular instructor. Any lecturer who will render services for more than five consecutive days should be paid through the regular payroll procedure.

### APPROVED

\_\_\_\_\_  
Department Chair or Supervisor

\_\_\_\_\_  
Vice-President for Administration

\_\_\_\_\_  
Dean, if required

### BUSINESS OFFICE ONLY

Amount Encumbered \$ \_\_\_\_\_ Object \_\_\_\_\_ Date \_\_\_\_\_