



Office of Purchasing, Haggerty 307

CONSULTANT/LECTURER REIMBURSEMENT REQUISITION

Req. # _____
Date _____
Acct. # _____
Dept. _____

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.

PLEASE PRINT

Last Name First MI Social Security Number

Address City State Zip

Name of campus individual to contact with questions Phone extension

Date(s) service rendered

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

THIS SECTION TO BE COMPLETED BY THE CONSULTANT/LECTURER

Are you a U.S. Citizen? YES NO If not a U.S. Citizen, country of citizenship:

Visa Type Expiration Date

Do you have the legal right to accept employment in the U.S.? YES NO Signature of Consultant

EXPENDITURES

Honorarium Rate per day: \$ x days = \$
Travel/Lodging expense = \$ (detail expenses on NYS Voucher and attach receipts)
Total to be paid = \$

SUNY REIMBURSEMENTS 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: 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 Contact Department Chair or Supervisor
Dean, if required Vice President for Administration

BUSINESS OFFICE ONLY

Amount Encumbered \$ Object Date