

## **CSWS GUIDELINES FOR PAYMENT OF APPROVED FUNDS FOR SPONSORSHIP OF SPEAKERS**

CSWS approved funds normally may be used only for the speaker's honorarium and/or transportation and lodging. For student organizations and multi-departmental sponsoring, however, provisions have been made to help with speaker and/or conference expenses, such as covering the advertising and promotional expenses of the event. In the latter cases there is just a transfer of funds.

### **Speaker Fees and Honoraria**

1. Non-UO employee speakers must submit a UO Foundation Personal Services Agreement. Speakers who are full-time UO faculty cannot be paid an honorarium out of grant funds. (We can reimburse for books or other expenses instead.) Part-time faculty must be paid through payroll by a change on the PRF.
2. If the speaker is a foreign national, a UO Personal Services Contract (note, this is different than above) **MUST** be completed along with various other documents. Contact Peggy McConnell, 346-2262, or <peggym@uoregon.edu> for arrangements. This process should be started a minimum of **TWO MONTHS BEFORE** the speaker is to arrive.
3. If you wish the funds transferred to your department or student organizational funds instead, please advise CSWS Accounting of the index number and applicable program and activity codes. Contact Peggy McConnell at 346-2262 or <peggym@uoregon.edu>.

### **Transportation and/or Lodging**

1. If CSWS is doing the travel reimbursement directly to the speaker, **original receipts** of airline or train tickets and lodging are required at the time of reimbursement, along with a completed UO Foundation "Travel and Entertainment Log." This enclosed form must be completed, signed by the speaker, and returned to Peggy McConnell at CSWS with the appropriate receipts. (This form may not be enclosed depending on circumstances.)

If you are reimbursing the speaker directly from your departmental or student organizational funds instead, please advise Peggy McConnell (see #3 above) of the index number and applicable program and activity codes for a transfer of funds.

***Arrangements for payment must be made within six months of the date of the confirmation letter.*** The speaker or sponsoring organization is fully responsible for returning the required forms to Peggy McConnell at CSWS, University of Oregon, Eugene OR 97403-1201

A check for the CSWS portion of the honorarium or transportation and lodging expenses will be sent to the address noted on the Personal Services Agreement or the Travel Log within two weeks of the receipt of this form.