[Date]

[Name & Address of Visitor]

Dear [name]:

Thank you for agreeing to deliver a [insert lecture/talk/speech/performance] on the topic of [insert topic] at Bucknell University on [date] at [time]. In addition, you have agreed to [insert other commitments/class sessions, etc.].

In exchange for your services, Bucknell University will pay you an honorarium in the amount of $[amount] following the event. In addition, Bucknell University will reimburse the following incidental out-of-pocket expenses, provided that the expenses are consistent with University policies, are reasonable in amount and are supported by appropriate documentation: [identify any reimbursable expenses such as transportation, lodging, and/or meals]. Please note that while Bucknell certainly appreciates that some presenters may elect to decline an honorarium, we are unable to redirect payments to another individual or entity, including those that are not-for-profit.

Please note that the relationship between you and Bucknell University for purposes of this engagement is that of independent contractor. In order to receive payment from Bucknell, please submit a completed IRS Form W-9 (or, for payments to foreign nationals or foreign entities, an IRS Form W-8 and additional information upon request), Pennsylvania Department of Revenue Form 1832 (1099-Misc Withholding Exemption Certificate), as well as an invoice and adequate receipts and documentation as required by Bucknell to support reimbursement of the out-of-pocket expenses to the extent identified above. You are responsible for paying all taxes owed for payments made under this agreement. If you are not a Pennsylvania resident, Bucknell may also be required to withhold an additional Pennsylvania income tax as specified at 72 P.S. §7302, currently 3.07%. If you are a nonresident alien for United States Tax purposes (as defined in the Internal Revenue Services Publication 519), Bucknell is required to withhold and report the appropriate tax (up to 30%) on all payments.

Kindly confirm your agreement to the above terms by signing below and returning a copy to me by email or U.S. mail. We look forward to seeing you at Bucknell.

 Sincerely,

[Name]

Bucknell University

[Department]

[Address]

I agree to the above terms of my engagement by Bucknell University.

Name

Date