



## Procedures for using UVM's Speaker Engagement Letter

A [Speaker Engagement Letter Template](#) (Letter) must be used when the following criteria apply:

- Honorarium/Speaker Fee will be \$500 or greater

*Or*

- Speaker Travel Expenses will be \$500 or greater

*Or*

- Whenever a Speaker is *recorded or photographed*, regardless of \$ value of Honorarium/Fee/Expenses.

If the dollar value is below these thresholds and the Speaker is *not* recorded or photographed, the UVM Department (Department) may choose whether or not to use this template.

1. The Department completes the highlighted portions of the Letter and forwards it to the Speaker for their first signature.
  - a. The Department should ask that a scanned pdf of the full signed Letter is returned via email.
2. Once the Department obtains the Speaker-signed Letter, the Department will attach it to a requisition\* and submit it in PeopleSoft well in advance of the event date. Purchasing Services will obtain the authorized UVM countersignature.

(\* note: payments to foreign nationals are processed through a paper check request sent to the Tax Administration office)

It is imperative that the Letter is fully executed prior to performance to avoid exposure to UVM.

3. Purchasing Services will return-email the fully executed Letter (along with the Purchase Order) to the Department for its use and for forwarding to the Speaker.

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Questions regarding templates or purchase orders, please contact Purchasing at:  
[purchasing@uvm.edu](mailto:purchasing@uvm.edu) or 802-656-6610

Questions regarding invoices or payment, please contact the Disbursement Center at:  
[disburse@uvm.edu](mailto:disburse@uvm.edu) or 802-656-4192