



Instructions 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.

If the dollar value is below \$500 and the speaker is not virtual, the UVM Department may choose whether to use a Speaker Engagement Letter.

1. The Department completes the highlighted portions of the Letter and forwards it to the Speaker for their review and to complete the signature block. If changes are made to the *non*-highlighted portions of the Letter, a Footprint should be created for contract review *prior* to the Speaker's signature:
<https://www.uvm.edu/finance/contract-review>.
 - a. The Department should ask that a scanned pdf of the entire signed Letter be returned via email.
 - b. If no honorarium will be paid but the event will be recorded for later use, complete the Letter. In section "2. Terms of Payment," enter \$0.00 for the honorarium and delete the rest of the paragraph regarding W-9s and payment terms.
 - c. Platform: Select "In-person" or "Virtual," or both if hybrid, noting technology to be used. Enter details of event, such as whether the event is being recorded. If so, is it with a plan to use the recording in other settings? If recorded for other settings, specify if it is for training, a website or otherwise. Consider **accessibility needs**. UVM may require live captioning by a CART provider to ensure accessibility to attendees. In that situation, the CART provider will be paid by UVM, and the Department must assist in setting up the CART provider prior to the presentation. More information on accessibility is at:
<https://www.uvm.edu/academicsuccess/asl-interpreter-services/cart>
 - d. If the honorarium is \$100 or less, email the Speaker-signed Letter to Purchasing@uvm.edu and Purchasing Services will obtain the authorized UVM countersignature and return the fully signed Letter to you. This payment request can then be processed through a Disbursement Center Check Request form.
 - e. If the honorarium is over \$100, attach the Speaker-signed Letter to a requisition, along with other required back-up, and submit it in PeopleSoft in advance of the event date. Purchasing Services will obtain the authorized UVM countersignature and email the fully executed Letter and the Purchase Order to the Department for the Department's use and for forwarding to the Speaker.



- f. For payments to foreign nationals, email the Speaker-signed Letter to Purchasing@uvm.edu and Purchasing Services will obtain the authorized UVM countersignature and return email the fully signed Letter to you. Payments to foreign nationals are processed through a Disbursement Center Check Request form and all appropriate back-up sent to Tax Services.
2. It is imperative that the Letter is fully executed prior to performance to avoid exposure to UVM. Allow Purchasing 5-10 business days to process purchase orders when all back-up and supplier name is provided. Please note that sending your W-9 as soon as possible via file transfer to Disbursement vendor notifications at supplier@uvm.edu will expedite the process and allow you to enter the supplier's name when submitting a requisition.
3. Purchasing Services will email the fully executed Letter and the purchase order to the Department for its use and for forwarding to the Speaker.

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

Questions regarding supplier files, invoices or payment, please contact the Disbursement Center at:
disburse@uvm.edu or 802-656-4192