



Guidelines:

- ① Purpose is class enrichment through expertise of distinguished guest speaker. The need for the guest lecture as well as the qualifications of the speaker should be included in request form.
- ② Number of speakers is limited to 3 per course unless the structure of the course requires more; in the latter case, syllabus should be submitted to the Associate Dean for approval prior to the class start. For BU Accounting, all requests must be accompanied with a syllabus that names the guest speaker or with a program or a brochure for the lecture.
- ③ Not a replacement of instructor of record, therefore the instructor of record should be present as well.

Payment Guidelines:

General payment Guidelines are as follows:

- 1 Hour Lecture: \$50
- 2 Hour Lecture: \$100
- 3 Hour Lecture: \$150

Additional compensation requests need pre-approval via an adjustment memo.

Request:

Course: _____
Course Number Course Title Course Instructor

Program/Department: _____ Date of Lecture: _____ Amount Requested: _____

Topic of Lecture: _____

Need and Qualifications:

Procedure:

- ① We need a W-9 form from each individual before the University will issue the first payment to them. This is required of not only guest lecturers but for all people or companies to be paid through the Accounts Payable System (instead of Payroll). If the guest speaker is on BU payroll already, we do not need a W-9. Once we have a W-9 for an individual on file, we do not need to collect another, but we do need the SSN.

www.irs.gov/pub/irs-pdf/fw9.pdf

- ② Please make sure the wording on the description does not indicate "teaching" or "taught" for guest speakers. Anyone who performs teaching duties for Boston University must be paid through University Payroll.
- ③ All requests must be accompanied with a syllabus that names the guest speaker, and/or provides a program or brochure for the lecture. The request should note specifically that the guest speaker has been invited to either, "address a class", "participate in a presentation", or "provide a lecture", and on a "one-time basis". Please also note on the form that, "These individuals have no responsibility for grading or taking class attendance".
- ④ Please hand deliver all paperwork to the MET Office of the Dean, 1010 Commonwealth Ave, Fifth Floor.
Sensitive personal information should not be emailed, faxed, or mailed.



Information for Honoraria Payment:

Name of Lecturer: _____ SSN: _____

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Cost Center to charge: _____

- On BU Payroll
- No BU Affiliation, not on payroll (Please submit W-9)
- US Citizen or Permanent Resident
- Non-US Citizen

FOR OFFICE USE ONLY

Approval:

_____ Date: _____
Authorized Signature (Department) Print

_____ Date: _____
MET Associate Dean Print