

**GEORGIA SOUTHERN UNIVERSITY**  
**Per Diem and Fees Expense Request Form**

NAME OF PAYEE \_\_\_\_\_

TAX IDENTIFICATION OR SOCIAL SECURITY NUMBER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

EMPLOYMENT AFFILIATION OF INDIVIDUAL (Complete in Full)

- |  |    |                          |     |                          |  |
|--|----|--------------------------|-----|--------------------------|--|
| 1. University System of GA Employee    | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | If yes, enter employer's name in #7                |
| 2. State of Georgia Employee           | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | If yes, enter employer's name in #7                |
| 3. Federal Employee                    | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | If yes, enter employer's name in #7                |
| 4. Georgia Southern University Student | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | If yes and employed by GSU, enter department in #7 |
| 5. Self Employed                       | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | If no, enter employer's name in #7                 |
| 6. Non-Resident Alien                  | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | If yes, enter country of citizenship in #7         |

7. \_\_\_\_\_

DESCRIPTION OF SERVICES, AMOUNT(S) AND DATE(S) PERFORMED. If applicable, attach invoice, contract and GSU travel expense statement.

SPEEDCHART (5 Digits)	PROJECT, if applicable (3-10 Digits)	ACCOUNT (6 Digits)	AMOUNT (Over \$2,999, contract required)
		751103 - Consultant (1)	
		751108 - Honorariums/Speakers (1)	
		751110 - Other Per Diems (1)	
		752000 - Direct Expense (2)	
		752100 - Reimbursable Expense (3)	
<b>TOTAL</b>			

I accept the representations above and certify to their accuracy. The total shown above is accepted as full payment. I understand that I am responsible for liability insurance and any Federal or State taxes associated with this payment. I certify I have performed the services as described above

Signature of Payee \_\_\_\_\_ By signing, Payee consents to Terms and Conditions Date \_\_\_\_\_  
 included on the bottom of this form.

Requested By (Name & Department) \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

**DEFINITION OF ACCOUNTS**

- (1) Includes professional service fees only.
- (2) Includes expenditures to a third party for expenses incurred by a per diem and fee recipient such as an airline or motel bill.
- (3) Includes travel and expenses paid by the recipient.

**TERMS AND CONDITIONS**

- Travel, lodging and subsistence expenses, if reimbursed under this agreement, shall be reimbursed pursuant to Georgia Southern University travel regulations as of the date hereof. These regulations may be found at <http://services.georgiasouthern.edu/controller/APTravelPolicy2.pdf> and are incorporated herein by reference. Supporting documentation in a form acceptable to the University is required.
- This document is not intended to create the relationship of employee/employer, agent and principal, joint venturer, or partner. Payee is an independent contractor.
- Payee agrees that all University data or information to which he or she may have access during the course of performing hereunder is proprietary to the University, and payee agrees not to disclose any such data or information to any third party without prior written permission of the University having been first obtained.
- Unless otherwise agreed in writing by the parties, Payee agrees that any original work product, algorithm, report, data, or other result he or she may produce expressly in conjunction with his or her performance hereunder (the "work product") shall be the property of the University, and Payee hereby assigns, transfers, and conveys any and all copyright, patent or other intellectual property right therein to the University. Payee warrants that all such work product shall be free and clear of any intellectual property claims of any third parties, and hereby indemnifies and holds harmless the University from and against such claims, including, without limitation, reasonable attorney's fees. Notwithstanding the foregoing, the terms of this paragraph shall not apply to speakers, lecturers, or entertainers making live presentations on campus.
- Georgia Southern University is an Equal Employment Opportunity/Affirmative Action institution.