

Classification/Frequency	Services	Travel	Forms Needed	Business Office Action
Honorarium “One and Done”; no negotiation; gift-in-kind	Internal Invoice with set dollar amount	On GTW with scanned receipts; can book travel if guest pays	W-9; invitation/agenda and email or internal invoice with amount to be paid	Paid through Disbursements on a PDA-form via check to individual
Independent Service Provider No other person at Penn is performing the same service; specialized knowledge individuals Set time frame; not on-going	Invoice from provider with line items for service cost	Invoice from provider with line item for travel expenses (lump sum); no receipts	SPQ (completed by the provider) SPEC (completed by Staff Person/Sam/Coral) Agreement for services and travel (Business Office can supply sample) Invoice W-9 Request for PO to be created (joint effort between staff/BO/purchasing)	Paid through Accounts Payable on a PO via check to ISP
Limited Engagement SP – US 1-2 times/calendar year	Invoice from provider with line items for service cost	Invoice from provider with line items for travel expenses (lump sum); no receipts	Limited Engagement Form Invoice W-9	Paid through Disbursements on a PDA-form via check to individual
Limited Engagement SP – Non-US Entity 1-2 times/calendar year	Invoice from provider with line items for service cost	Invoice from provider with line items for travel expenses (lump sum); no receipts	Limited Engagement Form Invoice W-8 BEN – Individual Form FNIF PDA-W/F with currency and wire details	Paid through Disbursements on a PDA-form via check to individual or wire transfer of funds May be subject to 30% tax; check with BO and Tax Office for Tax Treaty information
Employee Consistently working for us; using Penn materials and space	Hourly rate needed; no more than 29/week	Concur	GSE New Hire Form and other required additional HR forms Inform the BO that the individual will need expense access in Concur	Paid through Payroll, Concur to direct deposit account or paycard
Businesses/Corporations	Invoice from provider with line items for service cost	On Invoice as it pertains to an individual travelling on behalf of the business.	W9 and invoice	Paid through Accounts Payable on a PO via check