Steps

- Identify the category of provider
- Complete the appropriate documentation
- Facilitate payment
# Categories

Use the primary purpose for engaging an individual and the information below to determine the appropriate category. Click on the category to find the contract, insurance, and payment requirements.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest/Visitor</td>
<td>- ASU does not make payment of any kind</td>
</tr>
<tr>
<td></td>
<td>- Invited to ASU on non-recurring basis</td>
</tr>
<tr>
<td></td>
<td>- Examples: a donor facilitating a lunch and learn, an individual that is</td>
</tr>
<tr>
<td></td>
<td>here for another event and the faculty member asks them to speak to their</td>
</tr>
<tr>
<td></td>
<td>class</td>
</tr>
<tr>
<td>Volunteer</td>
<td>- ASU does not pay a fee for service or performance</td>
</tr>
<tr>
<td></td>
<td>- ASU may reimburse for expenses</td>
</tr>
<tr>
<td></td>
<td>- Under direction and control of ASU</td>
</tr>
<tr>
<td></td>
<td>- Examples: Unpaid mentors and class instructors</td>
</tr>
<tr>
<td>Speaker, Artist, Performer</td>
<td>- ASU pays a fee or honorarium for a performance</td>
</tr>
<tr>
<td></td>
<td>- In general, has an audience</td>
</tr>
<tr>
<td></td>
<td>- Often is the reason for the event</td>
</tr>
<tr>
<td>Service Provider</td>
<td>- ASU pays a fee for a service</td>
</tr>
<tr>
<td></td>
<td>- Provides a service vs. a speech or presentation</td>
</tr>
<tr>
<td></td>
<td>- In general, attendees are not at the event specifically to see them</td>
</tr>
<tr>
<td></td>
<td>- Examples: Face painters, caricature artists and some DJs</td>
</tr>
</tbody>
</table>
Guest/Visitor

Contract Required

None

Insurance Requirements

None; the guest/visitor is not covered by ASU

Payment Documentation

Payment is not made to a guest/visitor
Volunteer Form

Contract Required

Insurance Requirements

Payment Documentation Requirements*

*This cannot be used for any foreign supplier or any supplier that requires the reimbursement be wired

Completed Volunteer Form will provide liability insurance coverage by ASU for the volunteer while performing the volunteer activity

Volunteer Form

External Committee Member or Non-PO Supplier Invoice in Workday

Independent Contractor Expense Reimbursement Form

Receipts
Speaker, Artist, Performer Agreement

OR

Volunteer Form (when only reimbursing expenses for a speaker, artist or performer)

Speaker, Artist, Performer Agreement

Speaker, Artist, Performer maintains insurance

Required in SAP agreement

If waiver or revision of insurance is approved by Risk, department is financially responsible if claim or dispute arises

Non-PO Supplier Invoice in Workday

Approval to Pay Without a Speaker, Artist, Performer Agreement form

*Additional Foreign Supplier documentation

- If any part of the fee or reimbursement occurred in the U.S., attach the Alien Data Collection form (and any attachments that are indicated on that form for the SAP's visa status) and their I-94.
- If all services and reimbursements occurred outside of the U.S., attach proof of the location of the services - the conference brochure, agenda, etc.
Service Provider

Contract Required

Purchase Order

Insurance Requirements

Service Provider maintains insurance

Required in Purchase Order Terms and Conditions

If waiver or revision to insurance is approved by Risk, department is financially responsible if claim or dispute arises

Payment Documentation Requirements*

Supplier Invoice

*Additional Foreign Supplier documentation

- If any part of the fee or reimbursement occurred in the U.S., attach the Alien Data Collection form (and any attachments that are indicated on that form for the SAP’s visa status) and their I-94.
- If all services and reimbursements occurred outside of the U.S., attach proof of the location of the services - the conference brochure, agenda, etc.