Portland State UNIVERSITY

School of Earth, Environment, and Society
and the
Association of Environmental Science Students

Joint Speaker Seminar Series (EES 407/507)

Information Packet for the Speakers

Travel and Lodging:

1. Please submit a SEES Guest Travel Form so that we can collect information about your visit to Portland State University.

For reimbursements, after the travel is complete, travelers will submit a foundation personal reimbursement form with supporting documentation to our financial services coordinator Tori Cuzzetto <clasfsc@pdx.edu> for processing. Payment will be paid by check to the address on the form or by direct deposit if you signed up.

We can also get you in contact with our travel agent at UniSpectrum if you'd prefer not to make your own arrangements and be reimbursed. We will be able to pay directly through a university index. Please indicate this on the SEES Guest Travel Form.

2. Our office staff will make hotel reservations with direct billing to our department, so speakers don't need to pay out of pocket, at Hotel Zags.

Parking Code:

Please contact Noah Sharpsteen directly (nesharps@pdx.edu) for the parking code for the time of your stay. Each parking structure on campus has parking boxes where you can enter the code in place of paying.

Honorarium:

Thanks to a gift from a donor, we are able to offer an honorarium of $250 to thank you for your time. In order to process your payment, please complete the following steps:

- the information below contains links to a form for tax information that will be electronically submitted to the PSU Foundation
- complete the steps for direct deposit (if desired)
- sign an honorarium agreement via email (will be sent by <cuzzetto@pdx.edu>).

Taxes, payment, and reimbursements:

Tax information

Form W-9 is required for the above described payments for the following:

- An individual who is a U.S. citizen or U.S. resident alien
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States
- An estate (other than a foreign estate)
- A domestic trust (as defined in Regulations section 301.7701-7)

To be valid, the W9 must include either the Social Security Number (SSN) or the Employer Identification Number (EIN) of the taxpayer listed in box 1 of the form. Your completed form will be securely delivered to the PSU Foundation. To protect your personal information, please do not email a copy of your form.

- To complete Form W9 using an SSN, please click here: IRS FORM W9 with SSN
- To complete Form W9 using an EIN, please click here: IRS FORM W9 with EIN

Direct Deposit/EFT Payments

The Foundation encourages all vendors to enroll in direct deposit/electronic funds transfers (EFTs) as this is the most efficient and most secure payment method. Additionally, check printing may be disrupted in the event that PSU facilities become inaccessible, while electronic payments can be processed from any location.

The Foundation has created an online direct deposit/EFT form for vendors to provide their banking information via a secure website. This form requires the upload of a voided check or other bank documentation so the Foundation can verify the vendor's bank information.

Your completed form will be securely delivered to the PSU Foundation. To protect your personal information, please do not email a copy of your form.

If you have any questions or need additional information, please contact the Unit Manager, Noah Sharpsteen <nesharps@pdx.edu>