**Instructions:**

**Guest Speaker $5,000 or less**

**Forms**
- Guest Speakers paid $5000 or less, use the Guest Speaker Payment Authorization.
- Guest Speakers paid more than $5000, use the Standardized Professional Services Agreement (SPCA)

**Travel**
- Guest Speakers paid less than $5000 can have their travel reimbursed by Brown (reimbursed without tax implication: the payment for travel will not be reported on a Form 1099).
- Guest Speakers paid more than $5000 can not have travel reimbursed by Brown. The entire payment to the speaker, fee (or honorarium) plus travel, will appear on Form 1099.

**Other**
- Guest Speakers can not request that their fee be paid to another organization.
- Guest Speakers who are foreign nationals must include Foreign National Data Collection Form and supporting documentation.