

****This section is for Guest Speaker/Special Lecturer/Event Participant who is another CSU employee with a one-time engagement as honorarium. For NON-CSU affiliated guest, use page 2.***

Following the [CSU Additional Employment Policy](#), Cal Poly Pomona Enterprises (CPPE) cannot pay another CSU employee directly. CPPE reimburses the home university for that CSU employee's time through "reimbursed time", and the employee receives their pay from their home CSU payroll. CPPE will need the correct home university payroll contact to make payment accordingly.

Date of Service: _____ Event Participated: _____

Guest Speaker/Special Lecturer/Event Participant* Name: _____

Email: _____ Employee ID: _____

Guest Speaker/Special Lecturer/Event Participant Address: _____

Guest Speaker/Special Lecturer/Event Participant's Home CSU Campus: _____

Home CSU Department: _____

Home CSU Payroll Contact Name/Information: _____

Home CSU Payroll Contact Email: _____ Phone: _____

Total Honorarium Payment Amount: \$ _____

I certify that in the capacity of this agreement, I am not a faculty/staff or student from Cal Poly Pomona Foundation, Inc., Cal Poly Pomona Philanthropic Foundation, California State Polytechnic University, Pomona, or ASI. I understand that payment for services provided to CPPE will be made in arrears. I have reviewed my own institution's internal policies and procedures related to services provided to another CSU.

Guest Speaker/Special Lecturer/Event Participant Signature: _____

Date: _____

To be completed by Requestor:

Requestor Name: _____ Department: _____

Requestor phone #: _____ Requestor Email: _____

Enterprises Project #: _____ Object Code #: _____

Name Project Authorized Signer: _____ Date: _____

Project Authorized Signer Signature: _____

To be completed by Enterprises: (when required documentations are verified)

Enterprises Financial Services: _____ Date: _____

Enterprises Financial Services: _____ Date: _____

Enterprises CFO Signature: _____ Date: _____

If Total Payment is equal to or greater than \$10,000 (≥\$10K)

****This section is for Guest Speaker/Special Lecturer/Event Participant who is NOT from the CSU system with a one-time engagement as honorarium. For CSU employee, use page 1.***

Please complete the following section, provide proof of non-affiliation with CSU, and request VDR via OnBase for the participant. Submit all documents to [Enterprises AP](#) or [Grants & Contracts](#) for participant eligibility verification.

- **Acceptable proof of non-affiliation with CSU:** Proof of employment (i.e. school of employment faculty webpage, LinkedIn Profile), non-CSU class enrollment (for non-CSU student), Résumé, or Curriculum Vitae (CV)
- **Acceptable Justification:** Official Event Invitation to Guest Speaker/Special Lecturer or Participant Program Brochure/Flyer

Name of the Participant/Guest Speaker/Special Lecturer*: _____

Date(s) of Event: _____

Contact phone #: _____ Email: _____

Requestor Name: _____ Department: _____

Requestor phone #: _____ Requestor Email: _____

Enterprises Project #: _____ Object Code #: _____

Name Project Authorized Signer: _____ Date: _____

Project Authorized Signer Signature: _____

Topic of Lecture/Justification for Participation: _____

Total Payment Amount: \$ _____

I certify that in the capacity of this agreement, I am not a CSU employee or student, and not affiliated with Cal Poly Pomona Enterprises, Cal Poly Pomona Philanthropic Foundation, Cal Poly Pomona University, or ASI, inc.

Participant/Guest Speaker/Lecturer Signature: _____

Date: _____

To be completed by Enterprises: (when required documentations are verified)

Enterprises Financial Services: _____ Date: _____

Enterprises Financial Services: _____ Date: _____

Enterprises CFO Signature: _____ Date: _____

If Total Payment is equal to or greater than \$10,000 (≥\$10K)