



**UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.**

310 Student Union, Box 602100, Buffalo, NY 14260-2100  
South Campus Satellite Office: 302 Abbott Hall (Tuesdays 9am – 4pm)  
(716) 645-2960, Fax: (716) 645-7333, <https://ubwp.buffalo.edu/gsa>

**SPEAKER SERVICE AGREEMENT**

PAY TO: \_\_\_\_\_  
NAME

HOME ADDRESS (CHECK MUST BE SENT TO PAYEE'S HOME ADDRESS)

DESCRIPTION OF SERVICES PERFORMED

DATES OF SERVICE

- 1. HONORARIUM AMOUNT: \$ \_\_\_\_\_
  - 2. ADDITIONAL EXPENSES (IF APPLICABLE- PLEASE NOTE IF THE FOLLOWING ITEMS ARE INCLUDED ON THE CONTRACT, THEY WILL BE CONSIDERED TAXABLE INCOME):
    - a. Transportation: (\$.\_\_\_\_\_/mile x \_\_\_\_\_ miles) \$ \_\_\_\_\_
    - b. Lodging (Amount/Day \_\_\_\_\_ x Days \_\_\_\_\_) \$ \_\_\_\_\_
    - c. Meals \$ \_\_\_\_\_
    - d. Other (attach explanation) \$ \_\_\_\_\_
- TOTAL ADDITIONAL EXPENSES \$ \_\_\_\_\_
- TOTAL REIMBURSEMENT CLAIMED (HONORARIUM + ADDITIONAL EXPENSES) \$ \_\_\_\_\_

It is understood that if for any reason GRADUATE STUDENT ASSOCIATION cancels or postpones said event, this agreement shall be deemed cancelled and terminated without further obligation or liability by either party.

This agreement constitutes the whole agreement between the parties and any amendments thereto must be made in writing and executed by both parties. It is also stipulated that the person named below, who is signing this contract on behalf of him/herself, and/or the respective member(s) of the act engaged by this contract is/are self-employed or employees of another employer. Therefore, this agreement does not constitute an employer/employee relationship between these two parties.

\_\_\_\_\_  
SIGNATURE OF SPEAKER DATE

**DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY**

\_\_\_\_\_  
GRADUATE STUDENT ASSOCIATION OFFICER DATE