2319.3 LIMITED ENGAGEMENT POLICY

Effective: January 2017
Revised: January 2018
Last Reviewed: January 2018
Responsible Office: Comptroller
Approval: Comptroller

PURPOSE

The purpose of this policy is to define Limited Engagement and outline the policy for the payment of Limited Engagement Fees. The Limited Engagement cannot be paid to a student, an honoraria recipient, a human subject recipient, or any employee of the Trustees of the University of Pennsylvania or any of its entities.

DEFINITIONS

A Limited Engagement is a subset of independent contractors comprised of two categories of service.

- This is intended for guest speakers, guest lecturers, artists, performers, writers/editors, board members, critics, preceptors, and mentors of an academic nature and for a short duration,
- A service provided by an individual of a dollar amount of a $1,000 or less per transaction; $5,000 per calendar-year maximum. This is not to pay individuals on an hourly basis.

POLICY

The following forms are waived for qualifying Limited Engagements: Service Provider Questionnaire, Service Provider Evaluation Worksheet, and Independent Contractor Agreement/Contract.

The Limited Engagement agreement must be completed and submitted to Purchasing Services for review and signature prior to performance of services. Once signed, the following forms must be completed and submitted to Accounts Payable via the proper Procurement/Disbursement Authorization Form (PDA) form.

For U.S. Citizens
- W-9
- Limited Engagement Agreement for U.S. Citizens
- Invoice (must include service fee and travel expenses)

For Nonresident Aliens
• W-8BEN
• Limited Engagement Agreement for Nonresident Aliens (Foreign Nationals)
• Invoice (must include service fee and travel expenses)
• Passport
• Stamp of Entry
• Certification of Foreign Source Income (if applicable)
• Completed IRS Form 8233 (Exemption from Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual and Certain Dependents) and the applicable statement under IRS Revenue Procedure 87-9. Tax treaty benefits are not automatic. Determination of eligible treaty benefits are made by Tax and International Operations. Nonresident aliens who may be eligible to receive a tax treaty exemption will be provided with IRS Form 8233 and the applicable statement by the Tax Department. The nonresident alien must submit a signed Form 8233 to the department initiating the request for payment in order to ensure that U.S. income tax will not be withheld from the payment.