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From: Traci Hill 
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SUBJECT: Open Records Request dated March 1, 2021

DATE: March 2, 2021

PAGES: 2 total

Attached, as per your request, is the agreement associated with the appearance of Danielle Allen to serve as a Constitution Day Speaker on September 17, 2014 on the Truman State University campus.

R3038178

TRUMAN STATE UNIVERSITY
AGREEMENT FOR NON-EMPLOYEE CONTRACTUAL SERVICES

RECEIVED
SEP 02 2014 kp

This agreement entered into by and between Danielle Allan
herein called the Contractor, and Truman State University, herein called the University. The Contractor shall provide the
following services to the University: Constitution Day Speaker

The services are to be performed on the following dates: September 17, 2014
The University shall pay the contractor the amount of \$ 1,000.00 for such services.

The University also shall pay the following expenses of the Contractor (if applicable) upon receipt of appropriate invoices or receipts:

- 1) Transportation from Philadelphia, PA, for which the expense is estimated to
be \$ 200 (partial payment of airfare)
2) Lodging and meals for 1 days, for which the expense is estimated to be \$ 60

The Contractor's expenses resulting from this Agreement shall be charged to the following University budget account(s):

Table with 2 columns: Budget Name, Number. Row 1: Interdisciplinary Support, 226301.

The Contractor and the University have in the past had the following contractual relationship:
none

Contractor *

Is the Contractor eligible to work in the U.S.? yes no
Is the Contractor a U.S. citizen? yes no
Is the Contractor a Missouri resident? yes no

Truman State University

Department: [Signature] Date: 9/1/14
Appropriate President's Staff: [Signature] Date: 9/2/14

Signature: [Signature] Date: 9/2/14

Telephone Number Banner ID Number President (if \$15,000.00 and over) Date

Note: Form W-9 must be completed, signed, and submitted by the contractor, as well as, any beneficial
owner of the income, prior to payment being issued. For example, if an agent is being paid on behalf of
their performer, both the agent and performer must complete a Form W-9 because based on the IRS'
beneficial owner and assignment of income regulations, the 1099 is usually sent to the performer. You may
obtain an electronic version of Form W-9 by going to the Business Office's website at
http://businessoffice.truman.edu/ and looking under Forms.

Additional Information

*Non-resident aliens must submit additional paperwork to the Business Office prior to performing the above services. The
Business Office will verify that they have the proper U.S. documents to perform work in the United States.

This agreement form is intended for use in formalizing arrangements for temporary services for non-employees. Guest
speakers, guest performers, game officials, and workshop participants normally provide such services. This form should not be
used for consultants, the teaching of regularly scheduled classes, or for students working in any other capacity for the University.

Federal laws categorize the furnishing of personal services as either an employment relationship or an independent contractor
relationship. If an independent contractor furnishes personal services, no payroll taxes are deducted and the University issues an IRS
1099-MISC form. Non-resident Aliens, with the appropriate documentation, will have tax withheld unless exempted through tax treaty,
and the University will issue an IRS 1042-S form. Sometimes the correct categorization is difficult to ascertain and the University
reserves the right to change its initial determination as further information becomes available.

The Contractor's social security number or federal identification numbers, as issued by the United States government, must be
supplied to the University's Business Office before any payments are made to the Contractor.

When all parties have signed an agreement, the original copy should be attached to a requisition and forwarded to the Business
Office for payment. Additional copies should be given to the Contractor and the Department/Division responsible for payment. An
Agreement for Contractual Services is not valid, and is not legally binding on the University, until all of the designated signatories have
signed the agreement form.