

INDEPENDENT CONTRACTOR CONSULTING AGREEMENT  
INSTRUCTIONS, ROUTING AND APPROVAL COVER SHEET

**Caution – If payment under this Agreement will be made to a person who is not a U.S. citizen,** then prior to completing this cover sheet and the agreement please contact the Payroll Office at 460-6471 to speak with the person coordinating payments to international visitors. Failure to obtain the necessary documents will result in a delayed payment at minimum.

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ARTICLE III. COMPENSATION, continued

If the University is expected to directly pay the airfare to an authorized travel agency, a University travel authorization will be required and related University policies shall apply.

Number of days _____ @ daily rate _____	Subtotal	\$ _____
	*Reimbursable Travel	\$ _____
	*Other Expense	\$ _____
	Total	\$ _____

\*The Consultant agrees to provide acceptable documentation to the University department negotiating this Agreement.

- B. Payment will be made upon submission of detailed invoices and any other documentation based upon Article III A., above. Invoices shall contain, or be attached to, documentation that is satisfactory to the University. Applicable reporting requirements (Article IV) must be met before payment will be made.
- C. Prior authorization by the University benefiting department is required for any travel taken under this Agreement for which reimbursement is requested. (See the University's *Travel and Entertainment Regulations* for specific limitations of travel expense reimbursement.)

ARTICLE IV. REPORTING

In reporting the services performed hereunder, the Consultant shall report to \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_.

Reports shall consist of: \_\_\_\_\_

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ARTICLE VII.

ARTICLE XIII. CHANGES

The University may, from time to time, require changes in the scope of the services of the Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of the Consultant's compensation, which are mutually agreed upon by the parties, shall be incorporated by written amendment to this Agreement.

ARTICLE XIV. CONSULTANT'S LIABILITY

In addition to the liability imposed by law on the Consultant for damage or injury (including death) to persons or property by reason of negligence and/or intentional conduct of the Consultant or any of his/her agents or anyone directly or indirectly employed by them, the Consultant hereby assumes liability for and agrees to save University

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