

## INSTRUCTIONS FOR COMPLETING AN INDEPENDENT CONTRACTOR AGREEMENT

**The Independent Contractor Agreement ( ICA)** is used for individuals providing services to BGSU. This includes speakers, artists and many other one time service providers.

Please print out the ICA and fill in the ICA name, address and e-mail at the top. If you have agreed to a specific fee (2.1) and/or a not to exceed (2.4) please fill this in or refer to your Attachment A.

You will need to create an **ATTACHMENT A** for every contract. The document should contain a Statement of Work:

1. **Statement of Work.** Please write exactly what you have agreed on with your provider. Make sure to list your expectations. An example would be for a speaker that will be a guest at a workshop. Make sure to list the dates, times, locations, arrival times, what the client will provide and what BGSU will provide (mic, podium, whiteboard, etc.).
  - a. If the work is being paid from a Grant budget, please include the Grant name and number in the SOW.
  - b. At the bottom of the SOW please indicate the department/college that is submitting the contract.

- 2 **Fees, Expenses and Payment.** If you are paying by the hour or job, this is where you spell it out.

Please include a “Not to Exceed” amount. This is also where you will spell out Travel and Reimbursements. If Reimbursements are not applicable for your contract, please make sure to fill in a N/A.

Reimbursements are not to exceed the limits set by Section 301-11.18 of the Federal Travel Regulation and as stated in BGSU Travel & Reimbursement Policy 3341-6-47.

[www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) Meals and Incidental Expense rate for 43403 is \$51.00

M&IE Breakdown

M&IE Total (1)	Continental Breakfast/ Breakfast (2)	Lunch (2)	Dinner (2)	Incidental Expenses	First & Last Day of Travel (3)
\$51	\$11	\$12	\$23	\$5	\$38.25

See Purchasing website for additional information. All ICAs are attached to the HR Independent Contractor Determination Form and submitted for approval.