

Memo of Agreement

To:

From:

Based on previous correspondence, this memo is to confirm our agreement regarding your upcoming visit to the College Station campus at Texas A&M University.

DATE:

TIME:

LOCATION:

The room can be equipped for PowerPoint, playing DVDs, and accessing the Internet; please let me know your technology needs as soon as possible.

PRESENTATION TITLE:

OTHER EXPECTATIONS:

STIPEND:

TRAVEL SUBSIDY:

Travel expenses will be paid/reimbursed up to the amount indicated.

All payments for services made to individuals who are not U.S. citizens or U.S. permanent residents are subject to the non-resident alien U.S. income tax withholding rate as set by the IRS regulations. This tax rate may be reduced if certain conditions are met. These conditions include:

The individual is considered a U.S. resident alien for tax purposes, OR, The individual is eligible for a tax treaty benefit, AND all required GLACIER documentation is completed. For more information <http://rules-saps.tamu.edu/PDFs/21.01.99.M0.01.pdf>

Please initial and return a copy to me _____.