Honorarium Payments
What is an honorarium?

- A payment to an individual for services
  - ex. Speaking at a conference, participating in research, providing expertise

  Payment for services for federal tax purposes
Life Cycle of an Honorarium
An event is coming!
Gather Payee Info

- Payee Contact Info
- Dates of Service/Event
- Event Details
- Visa Type, If Applicable
- Amount to Be Paid
- Travel?
Vendor Set Up

- GG3 or GG4
- PIF
- GGV
- EICCC
Payments to Foreign Individuals

Use [Tax Services site](#) to review extra details

Visa Table in [HBP](#) explains payment methods

Some individuals with a US Tax ID may be eligible for a tax treaty

For most, a 30% tax will be withheld from payment
Authorization Methods

- PURCHASE ORDER
- BUSINESS CONTRACT
- EXEMPTED SERVICES
- AUTHORIZATION FORM

POINT PLUS
But what to choose??

Contract
- Recorded speech or presentation
- At the request of the speaker or if there are unusual travel requests
- Speaker does not have a US Tax ID

ESAF
- Judge or referee
- Attendance at a workshop or conference
- K-12 Teacher Mentor/ Field Supervisor
- Advisory Board Member
- Workshop / Conference Speaker / Trainer

PO
- If not the options above, it's a PO!
Contract Process

Complete the Business Contract Review Checklist (BCRC)

Choose Agreement Type:

- Business Services Agreement
- Services Agreement, Individual
- Services Agreement, Short
- Addendum to Agreement

Submit via COLA qualtrics survey or via Contracts+
Sit back, relax... just kidding

Receive Approval → Event → Miraculously remember to start payment process
Process the Payment

1. Receive Invoice
2. PO VP1
3. Contract VP2
4. ESAF VP2
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