

Honorarium

Completing an Honorarium Form
for Payment Processing

1) *Make sure the correct form is being submitted.*

- **Honorarium (HON)** – Is a token payment to a **non-employee** granted in recognition of a special service for which custom or propriety forbids any fixed business price to be set.
 - ✓ Current employees and students are not eligible to receive Honorarium Payments.
- Recipient may not set the honorarium amount.
- The amount of the honorarium should be specified in documentation provided to the individual who will receive the honorarium.
- The services involved vary but are generally associated with oral presentations made at University-sponsored functions.
- Informal agreement; it does NOT involve a contract or invoicing.
- Completed form with signatures is required in conjunction with a purchase order number (EP).

2) *Ensure the personal information section of the Honorarium form is filled out properly and completely.*

Non-Resident Alien: YES NO If yes, see Global Education Office website at http://www.global.vcu.edu/pdf/immigration/Steps_Payment_International_Visitor.pdf for detailed instructions and required forms prior to making any commitment to the above individual.

Purchase Order #	_____
Banner ID Number (if known)	Payee's SSN Number if no Banner ID (for tax reporting purposes): _____
Payee's Name:	_____
Payee's Address:	_____ _____ _____
Payee's Phone:	_____ Payee's E-mail: _____

- **Non-Resident Alien** – If yes, please contact the Global Education Office.
- **Purchase Order#** - Insert EP# obtained via eVA.
- **SSN or Banner ID** - This is required. A V# is required to setup a payee for payment in eVA and Banner. A SSN is required for tax reporting purposes.

NOTE: Procurement and Payment issues a 1099-MISC form for cumulative payments of \$600 or more in a calendar year.

- **Payee’s Name** - Insert full, legal name as it is listed in the Banner Financial System. Do not use abbreviations or nicknames. This is part of the required three way match for payment. Nicknames often do not correlate directly to the legal name that is listed in Banner. In this situation, matching the payee to the information on the form becomes exceedingly difficult.
- **Payee’s Address** - Insert home address. The address is part of the three way match for payment.
- **Phone number and/or email address** - A phone number and/or email address of the payee is imperative should any issues exist regarding payment.

3) *Business Purpose/Justification*

Business Purpose/Justification: _____
 (Detailed description.
 Do not use acronyms.) _____

Total Amount: _____ Index/Acct. _____

- The business purpose should detail why the honorarium is being granted. Abbreviations should not be used here. It should be assumed that the person picking up this form has no understanding of the honorarium payment.
- Provide date(s) of honorarium in description.
- **Total Amount** - Must include total amount of honorarium. If only paying a certain amount of total payment must clearly indicate amount to be paid.
- **Index/Account** - Insert Banner Index and Account number the department has determined expense should be charged against.

4) Verify the appropriate approval signatures are present for the payment to be processed.

Department Contact: _____
Name Phone Number

Requestor Signature: _____
Signature Printed Name/Title Date

Fiscal Administrator Signature: _____
Signature Printed Name/Title Date

Dean or Designee Signature: _____
Signature Printed Name/Title Date

VP Signature: _____
(Required for amounts exceeding \$2,000) Signature Printed Name/Title Date

- **Department Contact** - This should be contact information for the person who prepared the form and who can answer questions regarding the reimbursement, should any exist. A phone number is imperative.
- **Requestor Signature** - This should be the individual within the department requesting the payment. The requestor should sign, print their name and title, and date the request.
- **Fiscal Administrator Signature** - Department approver must sign, print their name and title, and date the request.
- **Dean or Designee Signature** - Must sign, print their name and title, and date the form.
- **VP Signature** - Required for payments exceeding \$2,000. Must sign, print their name and title, and date the form.