

Checklist

Foreign National Honorarium Payment

Laws

- Honorariums/Speaker Fees allowed for academic/research related events
- Visit must be less than 9 days of business at institution
- No more than 5 visits at institutions in the US within last 6 months
- Should request a B1 visa for business using their invitation letter

Prior to Visit

- _____ Ensure they have an ITIN if wanting to claim treaty benefits (otherwise will have 38% taxes taken out)*
- _____ Complete the Foreign Vendor form (w-8 substitute) and fax to 271-2496*
- _____ Send invitation letter to the visitor which clearly specifies the honorarium/speaker fees related event, honorarium/speaker fees amount, date, and location of the event – send copy with requests to 271-2496
- _____ Complete the Honorarium/Speaker Fees Request for Approval form & fax to 271-2496
- _____ Complete the International Information Form with legible copies of passport and anticipated visa status. Fax completed form with Honorarium/Speaker Fees Request to 271-2496.
- _____ AP will approve the honorarium/speaker fees and fax page 1 with approvals back to dept fax listed on form
- _____ After receiving these forms we will enter the info into our tax system and email you the 8233 & certification statement for treaty benefits
- _____ If paying on sponsored (SPNSR) funds, whether compensation and/or expenses, an ORA agreement should be prepared.

Port of Entry

- _____ Present invitation letter to immigration officer
- _____ Obtain Visa status (B-1 or WB)**
- _____ Obtain I-94 or I-94W

During Visit

- _____ Copy the I-94 Arrival/Departure Record
- _____ Copy of visa
- _____ Signature on Form 3
- _____ Signature on 8233 & Certification statement

After Visit – Payment Request

- _____ Enter Voucher in PeopleSoft – Mail with documentation below to AP for payment
- _____ Copy the approval page of the honorarium/speaker fees form (keep all originals in department for 7 years)
- _____ Copy of invitation letter
- _____ Copy of Passport, Visa, and I-94
- _____ Original signed 8233 & Certification statement
- _____ Original Notarized/Signed Form 3 – to include travel expenses and honorarium/speaker fees amount
- _____ Receipts for any expenses being paid

*These are one time requirements so you would only need this the first time the person visited.

** Canadians are visa exempt, but must get an I-94