

Checklist

US Citizen/Permanent Resident Honorarium Payment

Prior to Visit

- _____ Complete the Individual Vendor form (w-9 substitute) (can all be done by fax, no originals required) and fax to 271-2496*
- _____ Complete the Honorarium/Speaker Fees Request for Approval form (can all be done by fax, no originals required) and fax to 271-2496
- _____ AP will approve the honorarium/speaker fees and fax page 1 with approvals back to dept fax listed on form (the department shall maintain this approval on file for 7 years)
- _____ If paying on sponsored (SPNSR) funds, whether compensation and/or expenses, an ORA agreement should be prepared.

During Visit

- _____ Signature on Form 3 (must be original and notarized)

After Visit – Payment Request

- _____ Enter Voucher in PeopleSoft – Mail with documentation below to AP for payment
- _____ Copy of the approval page (page 1) of the honorarium/speaker fees form (keep all originals in department for 7 years)
- _____ Original Notarized/Signed Form 3 – to include travel expenses and honorarium/speaker fees amount
- _____ Receipts for any expenses being paid

***This is a one time requirement so you only need this the first time the person visits.**