HONORARIUM PAYMENT REQUEST FORM

Campus Reference# _____
10 digit alpha/numeric

An honorarium is a payment to a non-employee individual for a service that would typically not be initiated with a service contract with payment via an invoice. Typical activities would include individuals who judge a contest, provide a keynote address, participate in an evaluation, or are part of an advisory board. Each activity should be short-term (no longer than 9 days) and less than $2500, unless a special exception has been granted by Purchasing. Honoraria payments are processed as a direct expense and are not initiated through the BuzzMart requisition process. Honoraria payments are made to individuals, not organizations or companies. Employees may not receive an honorarium. Honoraria payments are classified as independent contractor payments for federal and state tax purposes. For associated travel reimbursements, attach a TES.

PAYEE INFO

Payee Name: _____ _____
Last Name First Name

Address: _____ **Phone:** _____

City: _____ **State:** _____ **Zip:** _____ **Country:** _____

Vendor ID: _____ **NEW US PAYEES MUST SUBMIT AN E-VPF PRIOR TO PAYMENT REQUEST**

Description of event/activity: _____

Dates of Service (cannot exceed 9 days) _

Attach a copy of the invitation, announcement, or other documentation to support the payment request.

- ☐ Invited speaker/Participant
- ☐ Advisory board member
- ☐ Symposium participant
- ☐ Judge/Competition jury member
- ☐ Guest lecturer/instructor (see special requirement, below)
- ☐ Student group officer or advisor
- ☐ Presentation of research results
- ☐ Focus group participant (not research-related)
- ☐ Collaboration and discussion of research activities
- ☐ Student class note taker (semester)

A guest lecturer is an individual who presents a lecture or performs a training session as a one-time or occasional speaker. This individual is not a current employee of the Institute. The individual does not receive extensive instructions, other than the topics to be presented. The individual does provide, or could be available to perform this activity, at other businesses or universities. Georgia Tech and the individual agree, either in writing or orally, that the relationship is not an employment relationship. No written consulting or service contract exists at Georgia Tech. If the statement is not true, the individual should be classified as an Employee and paid through the standard OHR/Payroll processes.

NRA

NOTE: Non-US tax residents must have a visa classification that permits payment of honoraria (Visa Waiver, B-1/B-2, J-1) and payee set-up forms are initiated through the GT GLACIER system. Contact apaccounting.ask@business.gatech.edu for guidance. Tax withholding may apply.

☐ I understand that taxes will be deducted from the gross payment amount shown below, as required by the IRS

FOREIGN TAX RESIDENT ☐ Service performed in the US (Account 751108) ☐ Service not in US (Account 751650)

Project #:	_____	Account Code:	_____	Amount:	$ _____
Project #:	_____	Account Code:	_____	Amount:	$ _____
Project #:	_____	Account Code:	_____	Amount:	$ _____
				Total:	$ 0.00

MAIL

NOTE: ALL PAYMENTS ARE SENT VIA U.S. MAIL OR ACH, UNLESS EXCEPTION REQUESTED, BELOW

☐ CAMPUS MAIL MAIL CODE: _____ ☐ CALL FOR PICK-UP PHONE #: _____

DEPT/UNIT APPROVAL

"I certify that I have reviewed this payment and find it compliant with Georgia Tech procurement policies & procedures. This payment is an appropriate expense to the fund source(s) identified and I hereby authorize payment."

Authorized Approval Signature: _____ **Date:** _____

Printed Name of Approver: _____ **Title:** _____

Printed Name of Dept Contact: _____ **Phone:** _____

Purchasing Approval, if $2500+: _____ **Title:** _____

Route form to Accounts Payable-Mail Code 0253 or hand deliver to 711 Marietta Street- Procurement and Business Services.