

# Honorarium Submission Procedures

## DOCUMENT INFORMATION

<b>Document Title</b>	Honorarium Submission Procedures															
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<b>Contact Information</b>	<table border="1"> <thead> <tr> <th>Office</th> <th>Name</th> <th>Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Office	Name	Phone	Email								
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## DOCUMENT CONTENT

## Purpose

The purpose of this policy is to define a procedure for completing and submitting an honorarium.

## Scope

Honorariums are payments for services rendered by **individuals** who are not state employees or students who were not on student payroll at the time of service.

NOTE: If the payee is currently on state payroll, the sponsoring department must contact Human Resources. The payee will be considered a dual employee and will complete new hire paperwork.

**The payee must have a NYS Vendor ID No to use the Honorarium Form.** If the payee is not in the SFS Vendor Management Unit, please have them [complete a Substitute W9 and send to the Purchasing Department](#). Please share this [OSC SFS website link](#) with the payee. They will need this link to maintain their vendor account in SFS.

Payees may be reimbursed for travel related expenses such as lodging, mileage, and/or air fare; however those expenses must be submitted on a separate Travel Voucher. See Travel Procedure for instructions on processing a Travel Voucher.

## Procedure

- AFTER THE SERVICE IS COMPLETED - the sponsoring department completes Part I of the [Honorarium Request Form](#).
  - Sponsoring department forwards the form to the payee for completion of Part II.
- Payee completes Part II and returns to the sponsoring department.
  - The sponsoring department forwards the form to Human Resource along with any corresponding receipts/invoices.
- HR reviews the form to verify the payee is not currently employed by NYS.
  - HR forwards to University Accounting.
- Accounting personnel will process through the OSC payment system.
- OSC will mail the check to the payee.

## Documentation Required for Payment

- Completed Honorarium Request Form
  - Including any corresponding receipts/invoices

<b>FAQ's</b>											
<b>Keywords</b>											
<b>Category(s)</b>	<table border="1"><tr><td><input type="checkbox"/> Academic Affairs</td><td><input type="checkbox"/> Operational</td></tr><tr><td><input type="checkbox"/> Advancement</td><td><input type="checkbox"/> Personnel</td></tr><tr><td><input checked="" type="checkbox"/> Financial</td><td><input type="checkbox"/> School/College</td></tr><tr><td><input type="checkbox"/> Governance</td><td><input type="checkbox"/> Student Life</td></tr><tr><td><input type="checkbox"/> ITS</td><td></td></tr></table>	<input type="checkbox"/> Academic Affairs	<input type="checkbox"/> Operational	<input type="checkbox"/> Advancement	<input type="checkbox"/> Personnel	<input checked="" type="checkbox"/> Financial	<input type="checkbox"/> School/College	<input type="checkbox"/> Governance	<input type="checkbox"/> Student Life	<input type="checkbox"/> ITS	
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<b>Sub-Category(s)</b>											