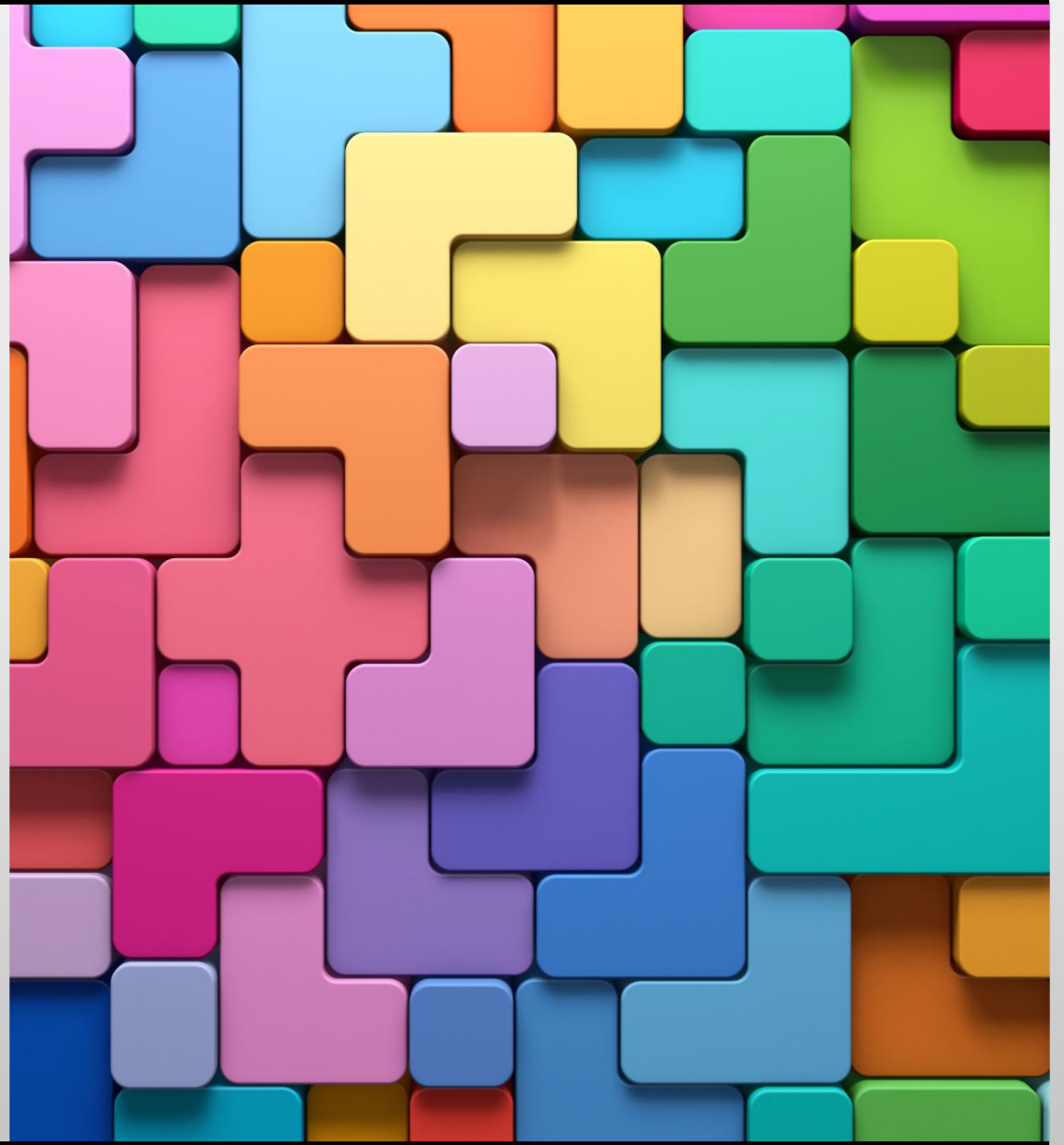


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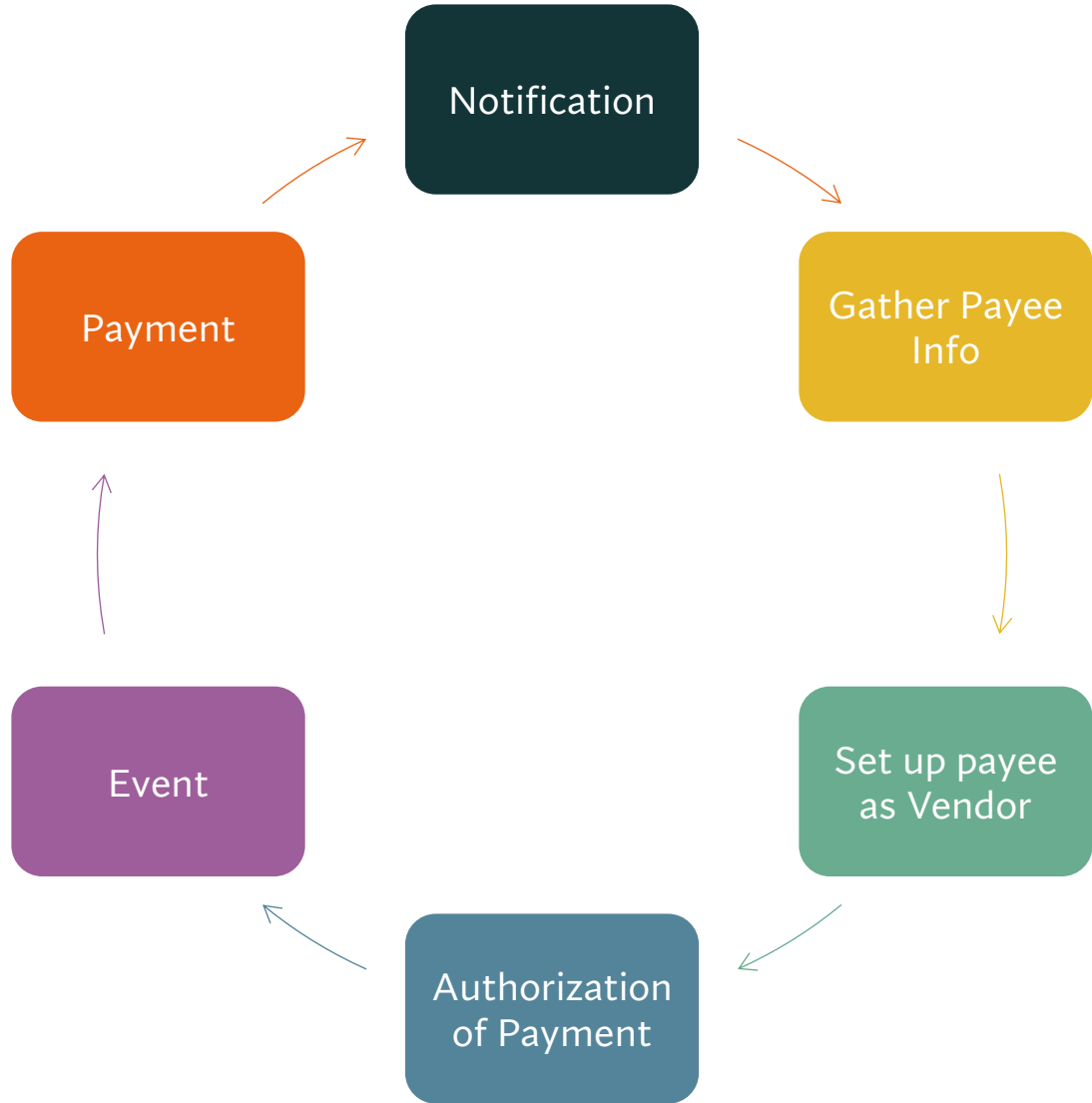
# Honorarium Payments



# Honorarium Payments

## What is an honorarium?

- A payment to an individual for services
  - ex. Speaking at a conference, participating in research, providing expertise
- Payment for services for federal tax purposes



# Life Cycle of an Honorarium

---

# An event is coming!

## Gather Payee Info



PAYEE  
CONTACT INFO



DATES OF  
SERVICE/EVENT



EVENT DETAILS



VISA TYPE, IF  
APPLICABLE



AMOUNT TO BE  
PAID



TRAVEL?

---

# Vendor Set Up

GG3 or GG4

PIF

GGV

EICCC

---

# Payments to Foreign Individuals

Use [Tax Services site](#) to review extra details

Visa Table in [HBP](#) explains payment methods

Some individuals with a US Tax ID may be eligible for a tax treaty

For most, a 30% tax will be withheld from payment

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# Authorization Methods



PURCHASE ORDER  
[POINT PLUS](#)



BUSINESS CONTRACT



[EXEMPTED SERVICES](#)  
[AUTHORIZATION FORM](#)

---

# But what to choose??

## Contract

- Recorded speech or presentation
- At the request of the speaker or if there are unusual travel requests
- Speaker does not have a US Tax ID

## ESAF

- Judge or referee
- Attendance at a workshop or conference
- K-12 Teacher Mentor/ Field Supervisor
- Advisory Board Member
- Workshop / Conference Speaker / Trainer

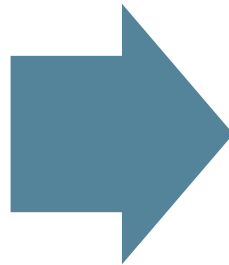
## PO

- If not the options above, it's a PO!



# PO Process

CBS: submit details via payment survey



Send copy of final approved PO and instructions about sending invoice

Visit Point Plus



Consult the PO vs Contract Matrix for commodity code



Send copy of final approved PO and instructions about sending invoice

# Contract Process

Complete the  
Business Contract Review Checklist ([BCRC](#))



Choose Agreement Type:

Business [Services Agreement](#)

Services [Agreement, Individual](#)

Services [Agreement, Short](#)

[Addendum to Agreement](#)

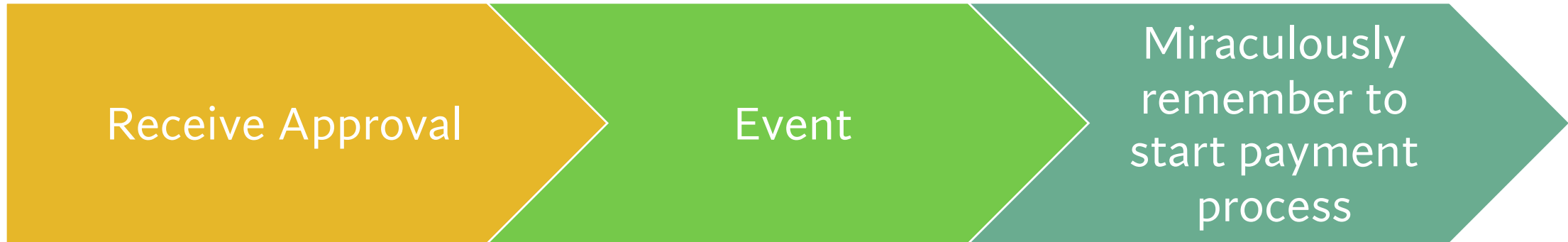


Submit via COLA qualtrics survey or via Contracts+

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Sit back, relax...  
just kidding

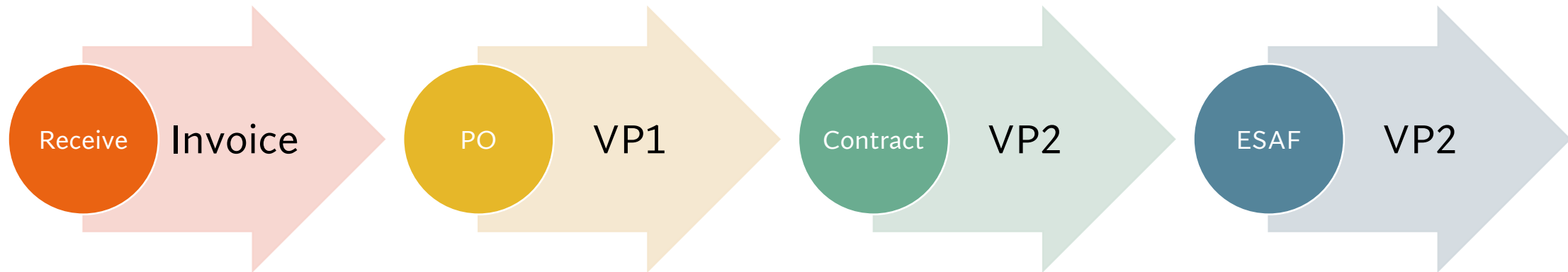
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# Process the Payment

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# Links

HBP [12.4.B -Payments including Honoraria and Stipends](#)

HBP [Part 12.2 Authorizations](#)

Power PIF: <https://docusign.utexas.edu/PIF>

GGV Step-by-step [instructions](#)

EICCC [online form](#)

UT's [tax services site](#) and [Visa table](#)

[PO vs Contract Matrix](#)