

COLLEGE OF FINE AND APPLIED ARTS

VISITING ARTIST/LECTURER PAYMENT GUIDELINES

College of Fine and Applied Arts funding (i.e., Rohlen Visiting Artists Fund, Lorado Taft Lectureship Fund) may be used for payment of travel and related expenses and/or honoraria (honoraria information is available in Section 8.6.2 of OBFS Business and Financial Policies and Procedures, see <http://www.obfs.uillinois.edu/bfpp/>). Unit business offices are responsible for the completion of all paperwork necessary for payments, and all expenses should be paid from a unit fund. Please notify Kamala Marsh (km18@uillinois.edu) in the FAA Business Office with the CFOAPAL that should be credited and the original expense details (document number, date, amount, description, and any supporting documentation).

Questions regarding **contractual agreements** with visitors should be addressed to OBFS Urbana Contracts Office (217-333-4638). Consultant and Independent Contractor information is available at Section 17 of the Policies and Procedures.

If your guest is an international visitor, it is important to ***determine the type of visa the visitor has and complete all necessary paperwork as soon as the dates of travel have been confirmed*** to insure prompt and timely payment/reimbursement. Additional information and forms are available at Section 18.2 Foreign Nationals of the Policies and Procedures. Any questions regarding payments to international visitors should be addressed to the Payroll Service Center at payinq@uillinois.edu or 217-265-6363.

Please keep in mind that honoraria payments to holders of a B-1/B2 or W-B/W-T visa are restricted to a stay of no more than nine days on campus, and the Foreign National cannot receive payments from more than five institutions or organizations within six months. If the visitor holds a B-1 or a W-B visa and exceeds the nine-day test, the payment will be restricted to travel related expenses only. If the visitor holds a B-2 or a W-T and exceeds nine days, no reimbursement or honorarium is allowed. It is best to reimburse expenses as much as possible and to keep honorariums at a minimum.

To avoid delays in the review and processing of payment requests, all required supporting documents (except travel/expense reimbursements) should be submitted with the Foreign National Payment Form. Requests that are missing required information will be returned to the department for completion.

For a list of required documentation payments to foreign nationals, visit <https://www.obfs.uillinois.edu/payments-foreign-nationals/>

For a list of required documentation for travel and expense reimbursements to foreign nationals, visit <https://www.obfs.uillinois.edu/payments-foreign-nationals/travel-expense-reimbursements/>

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