

To process a guest honorarium payment and/or reimbursement of travel expenses, complete this form. Submit the form via the Purchasing App

<https://my.faa.illinois.edu/purchasing/>

If you have questions/concerns, please talk to the business office before offering honoraria to a guest

HONORARIUM:

An honorarium is a one-time payment of \$5,000 or less, made to an individual who is not an employee of the University of Illinois System for a special and non-recurring activity or event for which no remuneration is collectible by law. Honoraria are typically paid to persons of scholarly or professional standing with the intent of showing appreciation for participation in U of I System educational, research, or public service activities. If payment is negotiated and agreed upon, this is considered a contractual agreement, and should be processed as a payment for professional services, not as an honorarium.

Honoraria (*as defined*) can NOT be paid to:

- **A company:** If an individual says the honorarium you are offering them needs to be paid to their employer, the entity must be established as a vendor and a PO established with the entity **PRIOR** to the day of the event. Submit request in the Purchasing App, noting entity info, **6-8 weeks prior to the event**.
- **A current U of I employee:** The business office/HR will work with the employee and their home department/college to route a Service-In-Excess payment request. The SIE paperwork must be routed **PRIOR** to the event. Submit request in Purchasing App, noting U of I employment, **at least 4 weeks before the event**.
- **An individual holding a H-1B Visa:** H-1B visas are sponsored by an employer and the individual's earnings can ONLY come from that employer. If the employer allows payment, the entity must be established as a vendor and a PO established with the entity **PRIOR** to the day of the event. Submit request in Purchasing App, noting employer-entity info, **6-8 weeks prior to the event**.

Foreign National Documentation

The following copies of documents are needed for all non-resident payments, **when services performed in US:**

- Passport: Identification page with picture, passport # and all entry and exit stamps
- I-94 Card (Arrival/Departure Record): Copy of front and back. This must be obtained while the visitor is at the University or in the U.S. – this document is turned in when the traveler leaves the country.
- F1 – must also submit I-20 form
- J1 – must also submit form DS-2019
- Foreign National Compliance Statement
- Permanent Resident – must submit copy of Green Card
- **Honoraria payments** also require:
 - Copy of Social Security Card or Individual Taxpayer Identification Number (ITIN)
 - W-8BEN
 - Foreign National Tax Information form
 - There are significant tax issues when honoraria payments are made. The visitor must have SSN or ITIN in order to receive payment. If there is no tax treaty with the visitor's country, as much as 30% of the payment can be withheld for taxes. The visitor should be advised in advance of the offer to visit.

For services performed outside of the US, the following documentation is needed:

- W-8BEN
- Banking details for electronic funds transfer

*Additional information regarding visa types, allowable payments by visa type, and required documentation for payments is available on the Payments to Foreign National Web site at: <http://www.obfs.uillinois.edu/payments-foreign-nationals/>

Visitor Reimbursement & Honorarium Form

Submit via the Purchasing App (TBHBSC will reach out to individual for vendor set up)

Please complete all sections of this form and attach original receipts for all expenses.

Name:		Vendor ID:	
		FROM BANNER/BUSINESS OFFICE	
Home Address:		Address Type:	
		Address Sequence:	
City:		State:	Zip:
Country			
E-mail:		Phone:	

US Citizen _____ Perm Resident _____ Visa Type _____ *(see eligible visa status!)*
 See cover page for required Visa documentation

Destination(s)	Dates of Travel To/From	Time
	Departure	
	Return	

Purpose of Travel/Expense	
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(If additional space is needed for explanation please attach separate sheet of paper)

Benefit to the University of Illinois	
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Honorarium (Attach invitation email)

Date of Event _____ Amount _____

List Travel Expenses to reimburse (attach original receipts)

Date(s)	Description of Expense (List receipts individually)	Amount
Total Expenses		
Total Including Honorarium		

CFOP #: _____

CFOP Title: _____

Sponsoring Faculty Signature: _____

Department Signature: _____

Date: _____