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| Fredonia_logo_black.gif | **University Accounting**  **STATE UNIVERSITY OF NEW YORK**  **AT FREDONIA** | POLICY NO: 801 |
| PAGE NO: 1 of 2 |
| LAST REVISED: 04/01/2012 |
| TITLE: **Honorariums**  Explanation of Honorariums | | |

# 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](http://www.fredonia.edu/admin/purchasing/pdf/Substitute_W-9.pdf) and send to the Purchasing Department. Please share this [OSC SFS](http://www.osc.state.ny.us/vendors/vendorguide/guide.htm) 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](Form%20Honorarium%20Form.xls).
    - 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