Processing Honorarium Payments

START

Is the recipient a non-resident alien (foreign national) for tax purposes?

Follow current process for foreign national payment request process

Yes

Payroll will process

No, they are a U.S. Citizen or resident alien

Is the honorarium recipient already in Banner?

Complete and submit an ER in TEM using the Purpose: Misc. Payment – Vendors, Non-Employees and Students and the Expense type: Honorarium. Travel expenses and Honorarium amount can be included in the same ER.

Yes

University Payables will process

No

Complete the department portion of the Vendor Information Form and send to the recipient

Recipient completes their portion of the form and submits it to University Payables

University Payables creates a Banner vendor record

University Payables notifies the unit the recipient has been set up in Banner

Complete and submit an ER in TEM using the Purpose: Misc. Payment – Vendors, Non-Employees and Students and the Expense type: Honorarium. Travel expenses and Honorarium amount can be included in the same ER.

University Payables will process