

Initiating an Honorarium Payment for US Citizens and US Permanent Residents

Power Users in the Travel Expense Management (TEM) system may issue honorarium payments. To issue an honorarium payment, verify that the recipient is in Banner, the correct address is available in Banner, and a W9 is on file. Then submit an expense report in TEM.

If the recipient is in Banner, follow these steps to check that the address is correct.

Step	Task
1.	Search for the recipient on the FTMVEND screen in Banner. You can use the vendor ID or the recipient's name. See Searching for a Vendor Using FTMVENDS job aid for help.
2.	Select the Vendor Types tab to see if a W-9 tax form is on file. The system will indicate <i>W-9 Vendor Add Form on File</i> if it is in the system.
3.	Verify the recipient's address is correct.
4.	If the recipient is established as a vendor in Banner, a W9 is on file, and the correct address is available, submit an expense report in TEM using the Purpose: Misc. Payment – Vendors, Non-Employees, and Students . See the Miscellaneous or One-Time Vendor Payments job aid for help. NOTE: Include the business purpose of the honorarium and the date(s) of the activity in the Notes field.

If the recipient is not in Banner, a W-9 tax form is not on file, or the address is incorrect, follow these steps.

Step	Task
1.	Complete the UI Department Requesting Information section of the Vendor Information Form . NOTE: The following information needs to be supplied to the vendor. <ul style="list-style-type: none"> • Department Name • Contact Person • Phone Number • Email • Campus Location: UIS, UIUC, or UIC • Transaction Type: PO or TEM • New Vendor or Update • Types of Goods & Services Provided <ul style="list-style-type: none"> ○ other = awards, honorariums, prizes, etc.
2.	Send the Vendor Information Form to the honorarium recipient. NOTE: Because of confidential information on the tax form, recipients should not return the forms via email.
3.	Wait for UPAY to add the recipient to Banner. UPAY will provide the Banner vendor number to the department contact listed on the form.



Step	Task
4.	After receiving the vendor number from UPAY, submit an expense report in TEM using the Purpose: Misc. Payment – Vendors, Non-Employees, and Students . See the Miscellaneous or One-Time Vendor Payments job aid for help. NOTE: Include the business purpose of the honorarium and the date(s) of the activity in the Notes field.