

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 |
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| 1. | Search for the recipient on the FTMVEND screen in Banner . You can use the vendor ID or the recipient's name. See the Searching for a Vendor Using FTMVEND 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 W-9 Vendor Add Form on File 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 |
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| 1. | Complete the UI Department Requesting Information section of the Vendor Information Form . |
| 2. | Send the Vendor Information Form to the honorarium recipient as a PDF file via email. Inform the recipient that he or she must return the completed form directly to University Payables (UPAY). 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. |
| 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. |