



Richard Bland College

HONORARIUM PAYMENT REQUEST

This form must be completed and forwarded to Accounts Payable after the event.

Date: _____ Amount: _____ **VA W-9 Must be attached and filled out completely or will be returned**

Payee Name: _____

TO BE COMPLETED BY PERSON REQUESTING HONORARIUM

REQUESTED BY: _____ DATE: _____

REASON FOR HONORARIUM: _____

JUSTIFICATION FOR HONORARIUM ATTACHED: Y/N

Justification must be attached or will be returned

PERIOD SERVICES WERE RENDERED: FROM _____ TO: _____

HAVE SERVICES BEEN COMPLETED: Y _____ / N _____

By signing below the requestor certifies that the recipient of the honorarium is not a current employee or current student, the individual is not requiring or requesting payment, the recipient did not determine the amount of the payment, the payment was not negotiated between RBC and the recipient, and this is not for recurring services.

REQUESTORS SIGNATURE: _____ DATE: _____

BUDGET MANAGER SIGNATURE: _____ DATE: _____

RBC Index # to Charge _____ Account 71413

APPROVED BY SUPERVISOR: _____ DATE: _____

\$500 or more requires Chief Business Officer signature:

CHIEF BUSINESS OFFICER: _____ DATE: _____

ACCOUNTS PAYABLE MANAGER: _____ DATE: _____

We certify that the above information has been verified and is correct to the best of OUR knowledge.

Honorarium: A payment made without the payer (RBC) having to recognize any liability or legal obligation, made to a person for their services in a volunteer capacity or for services for which fees are not traditionally required. An Honorarium is traditionally used to pay guest speakers to cover their travel accommodations and/or preparation time.



Honorarium

Responsibility for Maintenance: Controller

I. Statement

This document defines the types of activities for which an honorarium payment is appropriate and provides information on the processing of these payments.

A. Allowable Honorarium Transactions

1. Payment to a guest speaker. A guest speaker is someone who possesses advanced knowledge of a particular subject area and speaks about that subject area to a group or organization
2. Payment for participation in a panel discussion.
3. Award to an individual for a special achievement or recognition for participation in a short-term activity or event that is of an educational, research, or public service nature and no-specific deliverable or specific result is requested or expected.

B. Unallowable Transactions

1. Payments to current RBC employees. All payments to RBC employees must be processed through standard Human Resources and Finance payroll processes.
2. Payments to current RBC Students. Payments to students may have an impact on their financial aid.
3. Payments for services where a written or verbal agreement exists for a fee for the services. These transactions need to be handled through the standard procurement and payment processes.
4. Payments where the amount is determined by the individual providing the services. If the individual requires or requests a payment amount, then the transaction needs to be handled through the standard procurement process and payment processes.
5. Payments that are negotiated between RBC and the individual providing the services. If a negotiation is occurring, then the transaction needs to be handled through the standard procurement and payment processes.
6. Payments for recurring services. Transactions for recurring services need to be handled through the standard procurement and payment processes.

C. Restrictions/requirements for honorariums

1. The requester is responsible for obtaining the VA W-9 form for the individual.
2. Honorarium payments are taxable income to the individual providing the services and, therefore, are not transferable.
3. Single Honorarium payment requests of \$500 or more must be approved by the Chief Business Officer.
4. Cumulative calendar year honorarium payments of \$600 or more to an individual during a calendar year must be reported on IRS Form 1099-NEC.
5. RBC does not allow honorarium payments to non-resident aliens.

II. Reason

The purpose of this document is to ensure that honorarium payments are made in compliance with procurement and accounts payable policies of both the Commonwealth of Virginia and Richard Bland College, as well as Federal tax regulations.

III. Definitions

Honorarium: A payment made without the payer having to recognize any liability or legal obligation, made to a person for their services in a volunteer capacity or for services for which fees are not traditionally required. An Honorarium is traditionally used to pay guest speakers to cover their travel accommodation and/or preparation time.

IV. Applicability

This document applies to all employees who are responsible for requesting and approving honorariums.

V. Related Documents

Honorarium Payment Request Form

VA W-9