

In an effort to consolidate forms and reduce administrative burden, the Accounts Payable department released a new Non-Employee Payment form for campus use in August 2015. The Honoraria form was disabled on Monday, November 2, 2015. Payments that traditionally would have been submitted to Accounts Payable with the Honoraria form as supporting documentation should now be submitted with the Non-Employee Payment form that is located at [http://www.busfin.uga.edu/forms/Non\\_emp\\_payment.pdf](http://www.busfin.uga.edu/forms/Non_emp_payment.pdf).



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# The University of Georgia

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## Accounts Payable

### Instructions for Completing a Honoraria and Fees Information Sheet

1. Enter the number shown in the top right hand corner of the University of Georgia Purchase and Check Request form to which the information sheet is to be attached.
2. Enter the name of the payee and the complete mailing address including ZIP Code.
- 3a. Enter the complete SSN of the payee or the university's vendor number (VN) assigned to the individual.
- 3b. Check the individuals applicable citizenship. Permanent Resident is a green card holder. If the payment is to a non resident alien, please complete the appropriate non resident alien payment forms.
4. Enter the Federal employer identification number of the payee if other than an individual. (example: 54-1234567)
5. Enter the amount representing the fee to be paid for Services rendered. If a portion, of all, of this payment can be separated as reimbursement of expenses incurred, the portion should be shown under reimbursable expenses.
6. Check the general type of service provided by the payee.
7. Enter date(s) service(s) was performed.
8. Enter a clear, concise description of the service(s) performed.
9. Have payee sign form unless a separate letterhead invoice is attached.
10. Person initiating payment request should sign here.

*(see references for Honoraria in the University of Georgia Administrative Policies and Procedures Manual, <http://www.busfin.uga.edu/manual/> for additional information.)*