

Honoraria Payment Procedures for Guest Speakers

This document outlines the necessary steps and required documentation for processing honoraria payments for guest speakers, including both non-Kean employees and Kean faculty.

Required Documentation

For Non-Kean Employees

1. Vendor Registration Forms:
 - a. Form W-9 (for U.S. individuals/entities) – Submitted during vendor registration.
 - b. Form W-8 (for foreign nationals) – Submitted during vendor registration.
2. Proof of Engagement:
 - a. A flyer, memo, estimate, quote, or invoice documenting the speaker's participation, including the date and location of the event.
 - b. The document should list the scope of work (e.g., presentation) and pricing.
 - c. The document should include the speaker's name, address, and email address.

For Kean Faculty

- Faculty honoraria payments are considered faculty participant incentives.
 - Faculty who are participants: participated in a minor way such as guest speaker, and it does not affect teaching load or summer salary
 - Amount: \$25-\$1000
 - Request a non-teaching contract for special assignments from ORSP using the electronic form. Unless the participant is adjunct faculty, use the Adjunct Faculty Non-Standard Contract Request Form. This form should be submitted to the Managing Assistant Director in the Provost's Office.
 - Important eligibility requirements

Eligible	Not Eligible
Full-time faculty, 10-months	Full-time faculty, 12-months
Lecturer, 10-months	Lecturer, 12-months
Adjunct Faculty are eligible through a different process.	Staff

Special Considerations for Foreign Guest Speakers

- Form W-8 must be completed and submitted during vendor registration.
- Additional tax documentation or approvals may be required depending on IRS regulations and university policies.
- If the speaker is presenting remotely from another country, ensure compliance with any international payment regulations.

Next Steps

- Ensure documentation supporting the speaker's participation and payment details is provided.
- Confirm that all required forms are completed and submitted in the ESM system.
- Follow up with the procurement department for any additional procedural steps.

For further clarification or additional requirements, please consult your grant administrators.