



WILLIAM & MARY

CHARTERED 1693

HONORARIUM DOCUMENT

An honorarium is a one-time payment granted in recognition of a special service or distinguished achievement for which no expectation of payment exists between the recipient and William & Mary. Examples of such activities include but are not limited to: a special lecture, participation in a workshop or panel discussion, or similar activities.

Honorarium payments may not exceed \$1,500 to an individual in one fiscal year

Honorarium Requested for:

Name			
Address			
Phone		Email	

- The recipient is a US citizen or resident alien of the United States. The University will report the payment as taxable to the IRS on Form 1099. A Commonwealth of Virginia Substitute W-9 Form is required.
- The recipient is not a US Citizen or permanent US resident. The recipient must complete the Foreign National Information System (FNIS) to determine tax withholding. The University will report the payment as taxable to the IRS on Form 1042-S.

Department Requesting Honorarium:

Name			
Department			
Phone		Email	

Engagement

Name of Engagement	
Dates of Engagement	
Starting Times	
Description of Engagement	
Estimated Number of Attendees	

Honorarium Amount

The University agrees to pay the sum of _____ as means of showing appreciation for the recipient's participation in the engagement described above. The payment will be payable to and presented to Recipient within 30 days of the event in accordance with Prompt Pay Act compliance.

Travel Expenses

The University will pay travel costs in the sum of _____. Travel expenses may be reimbursed or paid directly on behalf of the guest as travel-only, or in addition to an honorarium, provided travel is in accordance with University travel policy.

Total payment (honorarium and travel, if relevant): _____

The payment of an honorarium may not be made to a William & Mary employee, nor current student.

William & Mary

Sponsoring Office Signature

Date