Honorarium Payment Request Quick Guide

An honorarium is a one-time token gesture of appreciation for a special, non-recurring activity or event for which a fee is not legally or traditionally required. There is no contract, the fee is not set or negotiated by the recipient, and the honorarium may not be paid to a third party (corporation, business or partnership). If payment is negotiated and agreed upon, it is considered a contractual agreement, not an honorarium. The amount of an honorarium should not be set to compensate for lost fees, wages, or other opportunity costs incurred by the recipient. An honorarium may include consideration for travel expenses. **Honorariums that exceed $2,000 should be first reviewed with your unit's Chief Business Officer and/or the Purchasing Department (email purch1@gmu.edu) prior to making any commitments to a recipient.** Honoraria payments are **exempt from eVA** procurement and may be processed through Accounts Payable with the Honorarium Payment Request. Please review the Process Honorarium Payment webpage for more information.

Process a Payment Request

1. Open the Honorarium Payment Request Workflow and complete the steps to login with your Mason Net ID and Patriot Password (2FA required).

2. Workflow will automatically assign a **Case Number** and default to the current date. To begin the Workflow, enter the Vendor G# and click *Continue*. Use the G# Lookup as needed.

Vendor G Number: *	G12345678
	CONTINUE

Case Number:	40587		Date:	02-14-2023

Payee Information

Students are encouraged to enroll in Direct Deposit. To request a wire transfer payment to foreign individuals that cannot take a USD check, please complete the online Wire Transfer Form.

Name: *	Ananth Yuvraj Bollavaram		G Number: *	

Please select mailing address: * PR: Plot Apt 85 Phase 1 , Hyderabad, IA 50010, United States of America

Existing vendors must submit a new W-9/W-8 in the Vendor Registration Portal to update or add a new address. Students must update their address in Patriot Web.

Address: *	Plot Apt 85 Phase 1

City: *	Hyderabad		State: *	IA
Zip: *	50010		Country: *	United States of America

Department Contact Info

Requestor: *	Heather Strange		Email: *	hstrange@gmu.edu
Department: *	VP for Finance		Payment needed by date:	

3. Select the Payees mailing address. *This is required even if the Dept. plans to request the check be mailed directly to the Depts campus address.*

4. If the desired address is not listed, the Payee must follow the instructions on the Vendor Registration Portal to submit a new tax form with an undated address.

5. The **Department Contact Info** will default based on the user login. Enter a **Payment Needed by** date if applicable.

6. Check the box if the payee is a foreign entity.

Please select the payee's country of citizenship.
* ● U.S. Citizen/lawful permanent resident
  ○ Non-U.S. Citizen/Lawful Permanent Resident and activities conducted in the U.S.
  ○ Non-U.S. Citizen/Lawful Permanent Resident and activities conducted outside the U.S.

7. Click the **Search Fund/Org Code** button to add the Expense Allocation information. In the pop-up box, enter the desired Fund/Org and click *Search Fund/Org Code*. Select the appropriate approver listed. If no approver is listed, instructions will pop-up for the user.

8. Click the **Add FOAPAL String** button to return to the Workflow page.

9. To add additional allocation lines, repeat steps 7 to 8 above.

10. Enter the *Date of Services* and *Amount* of the payment.

11. Attach **Supporting Documentation** as required.

12. **Enter Description of Services Performed or Comments**. *If the Dept. requires a check to be mailed to their campus address, please enter this information in the Comments section*.

13. To add an additional approver, click the **Check for Optional 2ⁿᵈ Approver** box and then search for the approvers name or Net ID.

14. When completed, click on **Submit** to begin the Workflow process. Users will receive an email from "GMU Workflow" with the details of the Payment Request. Approvers will be notified of their pending transactions. Users will receive an email status update when the payment has been approved and processes by Accounts Payable.

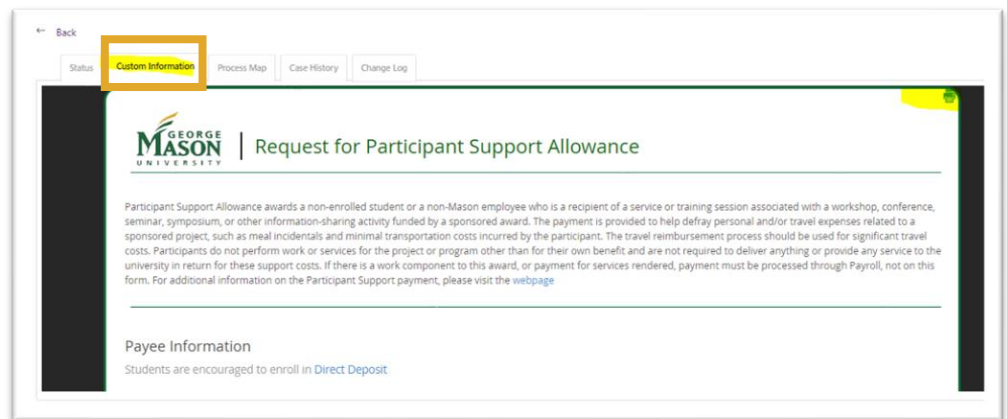15. A "Final Decision" Workflow email is sent to the submitter when the Workflow is complete.

a. To print/save a copy of the completed form open the "Final Decision" email and click on "View Case in Workflow" link at the bottom.
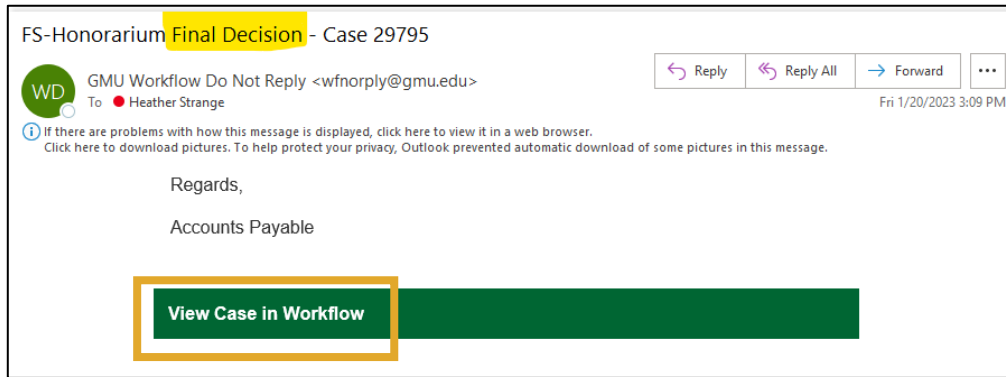
b. Login using your Mason Net ID and password.
c. Double click on the Case # or go to the "Completed" tab and select the document.
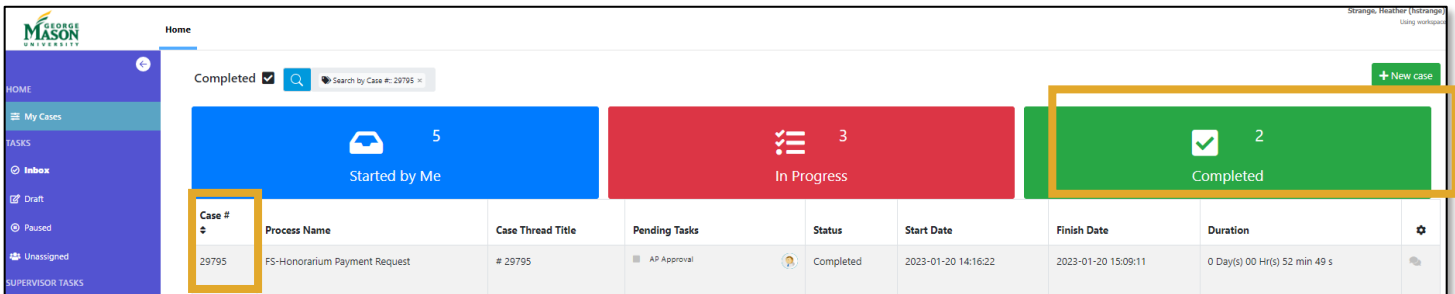
d. Once the document is open, select the "Custom Information" tab to view the submission.
e. With your mouse, right click on the document and then select "Save As" or "Print". *Landscape orientation is best for Workflow documents.*

For questions regarding special handling requests or form completion, please contact apforms@gmu.edu.