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.