

# HONORARIUM INVOICE PAYMENT VOUCHER

<b>DATE</b>
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<b>PAYEE DATA</b> NAME, E-MAIL & MAILING ADDRESS												
NAME												
ADDRESS												
E-MAIL												
PAYEE REFERENCE NUMBER (FEIN OR SSN or TIN) <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>											STUDENT I.D.  _____	PAYEE SIGNATURE  _____

EVENT DATE	EVENT NAME & DESCRIPTION	ACCOUNT	AMOUNT
<b>TOTAL AMOUNT</b>			<b>0.00</b>

## DEPARTMENT'S RESPONSIBILITY

For tax purposes, is the payee or beneficiary a U.S. citizen or Lawful Permanent Resident Noncitizen?  YES  NO

For data security purposes, does the payee or beneficiary have access to NEIU data through NEIU system\* for an extended period of time?  YES  NO

If the answer is "NO", where is the payee working/presenting/performing?

If the answer is "YES", department verifies that payee or beneficiary completed the Cyber Security Training.

- OUTSIDE U.S.A
- INSIDE U.S.A. State of \_\_\_\_\_  
Please complete the "Noncitizen Information Collection Form" located at NEIUPORT. You can also contact controller-office@neiu.edu

\_\_\_\_\_  
NAME & SIGNATURE OF PERSON VERIFYING DEPARTMENT'S RESPONSIBILITY      DATE

<p><b>REMINDERS WHEN COMPLETING THIS VOUCHER:</b></p> <ul style="list-style-type: none"> <li>An honorarium is a one-time payment of \$2,999 or less within a fiscal year given to an individual who is not a University employee, for a special and non-recurring activity or event that does not require compensation according to the Illinois Department of Labor.</li> <li>Payment of \$3,000 and above should be in ESM. For assistance, please contact Purchasing Office.</li> <li>Policy for Honorarium (F1.03.04) is located in university website. <a href="https://www.neiu.edu/about/university-policy/finance">https://www.neiu.edu/about/university-policy/finance</a>.</li> <li>If payee is student, please include student I.D.</li> <li>NEIU system includes but not limited to: Banner, Workday, ESM, D2L, Qualtrics, etc. * For Cyber Security Training, email help-desk@neiu.edu</li> </ul>	<p><b>REMINDERS WHEN PUTTING TRANSACTION IN CHROME RIVER:</b></p> <ul style="list-style-type: none"> <li>Invoice number in Chrome River should be in the following format: HON MM/DD/YYYY of EVENT. If multiple students in one event, please add student I.D. and create a voucher for each student. (example: HON 12/20/2023 Student I.D.)</li> <li>Invoice date in Chrome River should be the EVENT DATE.</li> <li>If new payee, W-9 must be attached in Chrome River.</li> <li>For tax purposes, if payee is Lawful Permanent Resident Noncitizen, the Noncitizen Information Collection Form, copy of valid visa and copy of valid passport must be attached in Chrome River. The department is responsible for verifying the citizenship or residency status of the payee, including those who are students.</li> <li>Ensure funds are available to cover payment.</li> <li>Attach support of the event like flyers or email announcements, etc</li> </ul>
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