

## Honorarium and Travel Reimbursement for GSSL Visitors

**Visitor Name:**

Honorarium  
Reimbursement

### Domestic Visitors

Email Karen speaker's legal name, home and email address, and phone #. Karen will invite them to register as a vendor through CU marketplace (Let Karen know if speaker is a retired faculty member or former student.)

**Better to do this in advance of the speaker's visit, and speaker can fill out form while they are on campus.** (Replaces W-9 form.)

n/a

Email purpose of honorarium to Karen (name of speaker, affiliation, title of talk, date and location of talk).

n/a

Amount of honorarium \$\_\_\_\_\_ (cannot exceed \$5,000. Need officer permission if > \$2,000.)

n/a

U.S. Citizen (circle one): **yes** **no** **green card** (if green card, Karen will note on honorarium form)

n/a

Has visitor been a CU employee in the last 12 months? (circle one) : **yes** **no**

n/a

List of expenses to be reimbursed and receipts and speaker's legal name, home address and email.

n/a

### International Visitors

Email Karen speaker's legal name, home & email address & phone #. Karen will invite them to register as a vendor through CU marketplace. (Let Karen know if speaker is a retired faculty member or former student.)

**Better to do this in advance of the speaker's visit, and speaker can fill out form while they are on campus.** (When speaker is registering as a vendor, they will need to upload the W8-BEN form:

<https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>)

n/a

Email purpose of honorarium to Karen (name of speaker, affiliation, title of talk, date and location of talk).

n/a

Amount of honorarium \$\_\_\_\_\_ (cannot exceed \$5,000. Need officer permission if > \$2,000.) **Honorariums for international visitors are taxed at 30%.**

n/a

Visitors citizenship (circle one): **foreign national** **international student**

n/a

Has visitor been a CU employee in the last 12 months? (circle one) : **yes** **no**

n/a

Compliance Statement for Payments to Visitors in Business or Tourist Status: <https://www.cu.edu/employee-services/policies/compliance-statement-payments-visitors>

(if reimbursing only, compliance statement is not required for visitors in B1 or WB status)

for B2  
or WT

copy of passport page with photo and page with entry stamp to the U.S.

I-94: have traveler google "I-94 online": Visitor may also have I-94 card that was attached to passport when entering U.S. (Karen will need a copy of the I-94.)

List of expenses to be reimbursed and receipts (receipts not needed for per diem) and speakers legal name, home and email address.

n/a

if visitor requests a wire transfer, amount of reimbursement/honorarium will be reduced by \$25. Have visitor fill out Wire Payment Request form: <https://www.cu.edu/psc/policies/wire-payment-request>).

**Submit all paperwork to Karen, along with checklist.**

Visitors on a J-1 visa will need a permission letter from the institution they are on the J-1 visa with.

Contact Karen if the visitor is on anything but a B1/B2 or WB/WT (or has any unusual circumstances).