

Honorarium and Travel Reimbursement for GSSL Visitors

Honorarium
Reimbursement

Visitor Name: _____

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 register while they are on campus.
 (When speaker is registering as a vendor, they will need to upload the W-9 form: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

_____ n/a

_____ 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.

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 register 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

_____ 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**

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.)

_____ n/a

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

_____ 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).