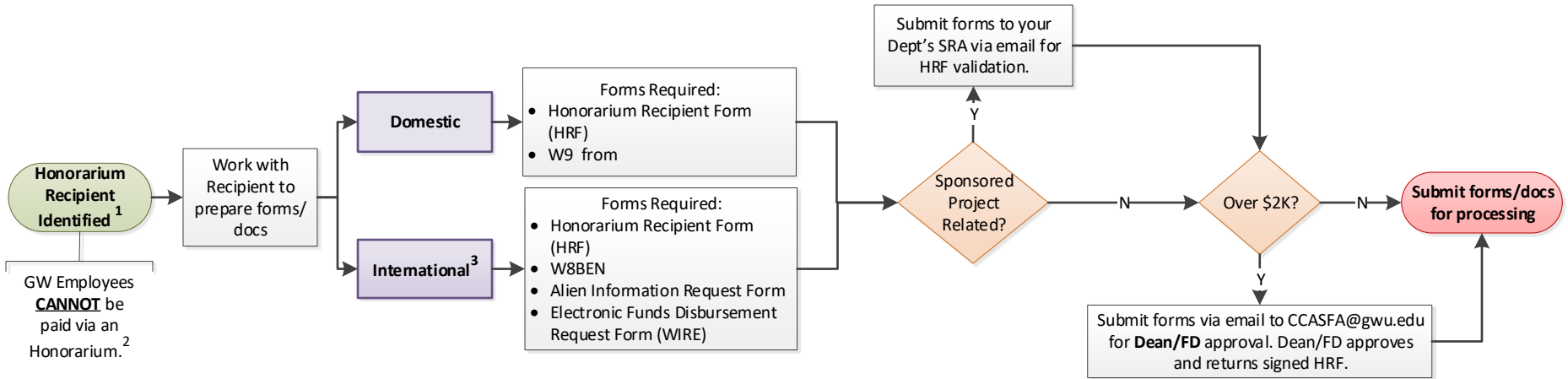
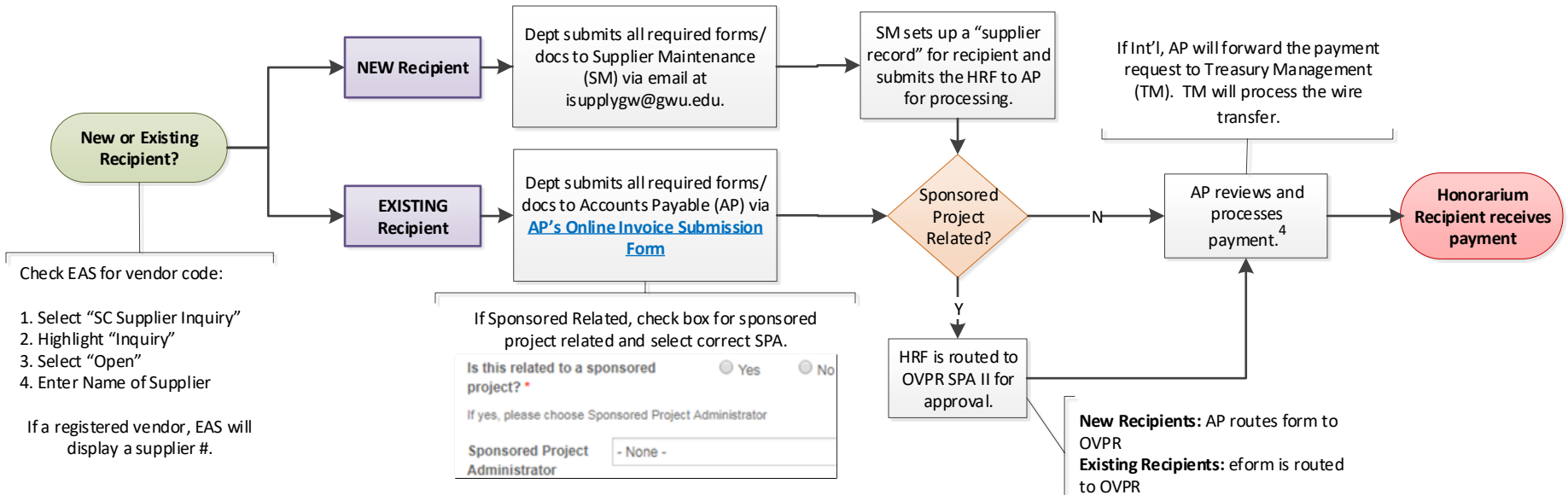


CCAS Process for Honorariums

DOCUMENT PREPARATION



SUBMISSION



Notes:

- Honorariums:** The need for an Honorarium should be identified **IN ADVANCE** of the event.
- GW Employees:** Should **NOT** be used for GW employees or students. If honorarium recipient is an employee or has been an employee at any point during the current calendar year, the department needs to process the payment through Payroll. Contact Payroll via email at payroll@gwu.edu to get instructions on the supplemental compensation process.
- International payments are payments to non-US bank accounts and/or when payment is in international currency.
- If payment request is missing essential forms or critical information, AP will ask the Dept to resubmit.

For more information, please see **Section 2** of the **CCAS Staff Manual and Resource Guide**.

