CCAS Process for Honorariums

**DOCUMENT PREPARATION**

- **Domestic**
  - Forms Required:
    - Honorarium Recipient Form (HRF)
    - W9 from Recipient

- **International**
  - Forms Required:
    - Honorarium Recipient Form (HRF)
    - W8BEN
    - Alien Information Request Form
    - Electronic Funds Disbursement Request Form (WIRE)

**NEW Recipient**
- Dept submits all required forms/docs to Supplier Maintenance (SM) via email at isupplygw@gwu.edu.
- SM sets up a "supplier record" for recipient and submits the HRF to AP for processing.

**EXISTING Recipient**
- Dept submits all required forms/docs to Accounts Payable (AP) via AP’s Online Invoice Submission Form
- If Sponsored Related, check box for sponsored project related and select correct SPA.

**SUBMISSION**

- If Sponsored Related, eform is routed to OVPR SPA II for approval.
- HRF is routed to OVPR SPA II for approval.
- AP reviews and processes payment.

**New Recipients:**
- AP routes form to OVPR
- Existing Recipients: eform is routed to OVPR

**Notes:**

1. **Honorariums:** The need for an Honorarium should be identified IN ADVANCE of the event.
2. **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.
3. International payments are payments to non-US bank accounts and/or when payment is in international currency.
4. 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.