Boston University Center for the Humanities
General Payment Guidelines

As the recipient of a Boston University Center for the Humanities Award, you have some specific responsibilities. Please read these guidelines and make sure that you and the people working with you understand your responsibilities as an awardee regarding the implementation of your award.

IDENTIFY CORRESPONDENCE & PAYMENT REQUESTS BY Awardee SURNAME

Because BUCH manages multiple awards, all correspondence related to your award should be identified with the awardee’s surname (e.g., “Johnson Award”). Please make sure that forms and requests pertaining to your award have the awardee’s surname written on them in any notes/comments sections. Also include the specific award name if you hold more than one.

PAYMENT OF EXPENSES

1. Award-Related Business and Travel Expenses: BUCH uses the Concur system for claiming business and travel expenses. Faculty and departmental administrators are able to make “guest reports” for travel and business expenses for your award events. Administrators should use their travel cards to book hotel and travel reservations for people traveling to BU using the BUCH codes provided on the BUCH Concur Guidelines. These expenses must then be cleared by making a Concur report and attaching the receipts. The BUCH administrator will then approve the reports. The BUCH administrator rarely pays for hotel and travel reservations directly. On rare occasions, if you must use your departmental administrator’s P-card for any expenses, please contact the BUCH administrator ahead of time.

2. Internal Service Requests (ISRs) & Facilities Service Requests (FSRs): All ISRs and FSRs for your event should be made by the BUCH office on your behalf. Your assistant or administrator should send all specifics for one request (awardee’s name, event title, venue street address and room number (not just the building name), requester’s name and BU phone extension, catering event sheets, media estimate sheets, spatial layouts, etc.) in a single email to Tamzen Flanders. ISR/FSRs can be made far in advance. Please ask us to make your ISR/FSRs as soon as you have contacted your vendor; don’t wait until the week before your event.

3. Honoraria Disbursement Forms: Honoraria requests are filed through the online disbursement form (http://www.bu.edu/ap/resources/forms/disbursement-form/). Because of the peculiarities of this system that involve approving requests quickly or forfeiting the ability to approve them, prior to submitting a request, please email Tamzen Flanders with notification of and documentation about the request. On the form for all awards, the approver should be noted as: Tamzen Flanders, 8-6251, flanders@bu.edu. In the text box at the bottom titled “All expenditures must have supporting documentation. (Information provided will be placed in the text field in BW reports),” please write awardee surname, date, and name of event. This allows BUCH to identify and recognize the honorarium in accounting reports. The cost object for project awards is 9250010109. Honorarium requests must have a signed W-9 (or W-8 for foreign nationals) form and the event flier or program attached.

4. Paying honoraria to international (non-US citizens, non-US permanent residents) is a process that takes time, patience, and planning. There are instructions on the payroll website. Please also call the BUCH administrator so that we can work through the process together.

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5. **Invoices:** These are rare. If you think you will have a charge that will generate an invoice to be paid by shopping cart, please contact the BUCH administrator.

6. **Student Employees:** Awardees often hire graduate students to help with their events. In the event that you hire an undergraduate student, the student will be paid on an hourly basis. **The maximum hourly wage that BUCH pays for student assistance is $18/hour**; however, this rate is usually reserved for the graduate student whose work involves considerable responsibility.

   a. When hiring a graduate student, either to oversee the desk at a conference or to help with the event planning, please be aware of the GRS rules regarding extra pay. If the student is already receiving university support, the student is limited to five (5) hours a week of additional work duties and a limit on payments from ALL jobs of $1,000 per semester. Please check when you ask a student to help you that your tasks will not push the student over the limit. Also, please note that international students may not take on any extra work for pay over the 20 hours per week assumed for their university support (TA, RA, Fellowship).

   b. If you hire graduate students to assist with an event, they should be paid on a weekly scale. If they work only for the days of the event, their hours may be turned in to BUCH for payment after the event. **If they work throughout the semester or the year, BUCH should sign them up as weekly employees at a set rate per week.**

   c. **Student employee limitations:** If you hire a graduate student to manage your award, please be aware that graduate students are not trained or approved for any accounting functions at the University. They cannot create Concur reports or gain direct access to disbursement forms. Their names and cell phone numbers cannot be entered into ISR/FSRs as contacts. When BUCH has a question regarding a form or expense, we can easily contact a department administrator, but we can rarely contact a student employee.

7. **Dinners:** When taking invited guests out to dinner after an event, the responsible faculty member should submit both the itemized receipt and the credit card receipt (do not use a BU P-card), and the names/titles of all attendees. You will need to make a Concur report to be reimbursed for payments made with your personal credit card and also with a BU Travel card. All purchases of alcoholic beverages must be identified as such and itemized on the Concur report. BUCH will cover moderate beer and wine consumption with the meal, but we do not normally expect to be charged for cocktails or after-dinner drinks. The goal of these events is to continue the discussions and forge connections between distinguished visitors and BU humanities scholars. In our experience, a dinner at a moderately-priced restaurant that includes graduate students and faculty members of all ranks is a good way to produce extended discussion of the lecture topic.

BUCH depends on the hard work of many administrators who ensure that forms come to us for payment properly prepared and including key identifiers, such as the awardee’s name. By following these guidelines, you can make sure that your award implementation goes smoothly. If you have any further questions, please contact the BUCH Administrator, Tamzen Flanders, at 8-6251. Thank you!