

Guidelines for Honorarium requests

1. Purpose is class enrichment through expertise of distinguished guest speaker— syllabus with need for guest lecture as well as qualifications of speaker should be included in a memo to Associate Dean.
2. Number of speakers limited to 3 per course unless the structure of the course requires more; in the latter case syllabus should be submitted for approval prior to class start.
3. Not a replacement of instructor of record, therefore the instructor of record should be present as well.

Processing Honoraria Payments

1. We need a W-9 from each individual before the University will issue the first payment to them. This is required of not only guest lecturers but for all people or companies to be paid through the Accounts Payable System (instead of Payroll.) Once we have a W-9 for an individual on file, we do not need to collect another.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

2. Please make sure the wording on the description does not indicate “teaching” or “taught” for guest speakers. Anyone who performs teaching duties for Boston University must be paid through University Payroll.

We can Say:

Honorarium payments are for guest speakers who are invited to address a class, participate in a presentation, or provide a lecture on a one-time basis. These individuals should have no responsibility for grading or taking class attendance. On the Honorarium request form below, please fill in the instructor of record's name.

Request for Honoraria Payment

Guest Lecturer Name: _____

Address for Payment: _____

Social Security Number: _____ - _____ - _____

Date of Lecture: _____

Amount of Honoraria: _____

Unit/Department to Charge: _____

Department: _____

Class: _____

Course: _____

Program: _____

Class Instructor of Record: _____

Topic:

Approval:

Authorized Signature for this account

Associate Dean for Academic Programs Approval