

Reimbursement Policy

The following is the official procedure for payment reimbursement from chapter annual funding. In this case, chapter leaders are considered to be “vendors”:

The UGA Foundation can only process honoraria payments for U.S. citizens or permanent resident aliens. Payments for nonresident aliens or international persons must go through [UGA Accounts Payable Office](#).

Third Party Payment is a reimbursement to an individual for previous payment to a business or person for a service. Most vendors will bill directly either before or after an event. If a vendor will not bill directly and a third party payment is the only means of conducting University business, **then the UGA Foundation will require an IRS W-9 form completed for this vendor.** *The Foundation has established this guideline in order to comply with IRS rules and regulations regarding miscellaneous income reporting.*

As with any other payments, **original receipts and/or invoices are required along with an IRS W-9 form for that vendor.** For the initial payment, a W-9 form can be submitted as a substitute for the vendor's signature on the honorarium form. Each check request must be properly documented for auditing purposes; therefore, an honorarium form or the same information must be submitted for each subsequent request for payment for that vendor from the UGA Foundation.

- I. Professional Services: Professional services are considered the fee or fees rendered to an honorarium for services rendered. Guest lecturing is a common professional service in which an honorarium fee is paid. The type of service must be clearly marked on the honorarium form or clearly stated in the business purpose of the check request
- II. Reimbursable Expenses: Vendors (honorariums) may be reimbursed for other expenses such as travel or business supplies. Original receipts are required for reimbursement and must be clearly documented on the honorarium form. For travel expenses, the [UGA Travel Expense Statement](#) may be utilized to organize the honorarium's travel expenses.

Honoraria payments for services cannot be paid directly to active UGA employees, inactive UGA employees (terminated for less than two years from UGA service), or retired UGA employees. These payments must be handled through the extra compensation process at UGA. Direct payment from the UGA Foundation to an employee for services can only be processed with written permission from UGA Payroll.