



## Honorarium Processing

This How-To Guide covers how to create **honorarium** payments. Before you invite an international Academic Guest to campus, please review [Provost Office Procedures](#).

**Note:** Honorarium **CAN NOT** be paid to the following:

1. **Students** - Please contact **Student Employment**.
2. **Employees** - Please use **One-Time Payment** to process extra compensation or contact **Human Resources**.
3. **Contractors** - Use the **Contracted and Consulting Services** spend category on the **Supplier Invoice Request** to pay for services rendered. The contractor should produce an invoice for their contracted service rate. If contractually obligated to reimburse a contractor for travel related expenses, please attach the **signed College contract** and use the spend category of **Guest/Consultant/Lecturer Meals** and/or **Guest/Consultant/Lecturer Travel** on the Supplier Invoice Request to reimburse a contractor.

### Start Here

#### Create a Supplier Request for Guest Speaker

Please see the [Create Supplier Request](#) guide for in-depth instructions and review the information below as you make the Supplier Request.

1. Required **Attachments** for guests:
  - **US Taxpayer** – services/travel **in** or **outside** of US: **IRS form W9**.
  - **Non-Resident** – services **in** the US: **completed and signed Glacier record**.
  - **Non-Resident** – travel **in** the US: **IRS form W8, valid Visa/ESTA, and relevant dated I-94**.
  - **Non-Resident** – services/travel **outside** the US: **IRS form W8**.



2. Required **Justification** for guests:

- **Reason for Supplier** – Payment for Service or just travel?
- **Payment method** – USD Check or Foreign Wire?

### Create a Supplier Invoice Request

Once your Supplier Request is approved, create a **Supplier Invoice Request**. Please see the [Create Supplier Invoice Request](#) guide for in-depth instructions and review the information below as you make the request. Despite using an “invoice” process, do **NOT** attach or request an invoice to be produced for guests receiving honorariums and/or travel reimbursements.

### Attachments

1. **Attachments for all guests receiving payment:**

- Invitation (**Required**)
- Event Announcements or Advertisements (**Optional**)

2. **Additional attachments for travel reimbursements:**

- Itemized receipts and proof of purchase (**no confirmations**)
- Currency Conversion confirmation (**when necessary**)

3. **Attachments for foreign guests:**

- International guest data form
- When Foreign Wire, confirmation of banking details and currency
  - Bank Name
  - Account Holder Name
  - IBAN (if applicable)
  - Sort code (if applicable)
  - Account
  - SWIFT/BIC

### Invoice Fields

1. **Currency and Control Total Amount:** Only **USD** is allowed in Workday. Enter the amount that should be paid regardless of the actual currency to be paid.

- Enter \$500 if sending \$500 worth of Euros.



- Enter \$2,000 if sending 2,000 Pounds.
2. **Supplier's Invoice Number:** Enter the date of the event (MMDDYYYY – 04282026).
  3. **Handling Codes:**
    - **Foreign Wire:** when sending by wire.
    - **Pick Up Check:** when you want to give a USD check to the speaker.
    - **Special Address Handling:** when mailing a USD check to an international address.
  4. **Memo:** Include the date, in-person (or virtual), guest speaker, and event details.

Supplier Invoice Request (empty) Status (empty) Requester (empty)

Primary Information	Additional Information
Invoice Date * 04 / 28 / 2026	Ship-To Address x 101 N Merion Ave Bryn Mawr, PA 19010 United States of America
Invoice Received Date MM / DD / YYYY	Payment Terms
Company x Bryn Mawr College	Default Due Date (empty)
Supplier *	Reference Type
Remit-To Connection	Handling Code x Foreign Wire
Currency * x USD	Statutory Invoice Type
Control Total Amount 500.00	Freight Amount 0.00
Supplier's Invoice Number 04282026	Tax Amount 0.00
	Memo 4/28/26 In person/Virtual Guest Speaker -

5. **Service Line:** Select button for Service Line (it defaults to Goods Line).

Lines Additional Fields Attachments

+ Add

0.00 USD

Lines

Goods Line

Service Line



6. **Spend Category:** Use one or both of:

- Lecturer and Artist Honorarium
- Guest/Consultant/Lecturer Travel

The screenshot shows a software interface with a 'Lines' tab. On the left, there is a list of items: 'Guest/Consultant/Lecturer Travel' (100.00 USD) and 'Lecturer and Artist Honorarium' (400.00 USD). The 'Lecturer and Artist Honorarium' item is highlighted. On the right, there are fields for 'Item', 'Item Description', 'Spend Category' (set to 'Lecturer and Artist Honorarium'), and 'Quantity' (set to 0). There are also radio buttons for 'Goods Line' and 'Service Line', with 'Service Line' selected.

7. **Comments:** Use either or both the **Internal Memo** or **Comments** boxes to provide details.

- **Foreign Wire:** Confirm the amount to send, payment method and receiving currency (example: \$500 USD worth of Euros or 2,000 GBP).
- **Pick up Check:** Add the name of the employee picking up the check and ideal date to pick up.
- **Special Address Handing:** Provide the full address of where this check should be sent.
- Example for Wire:

The screenshot shows a form with a 'Billable' checkbox (unchecked), a 'Memo' text area, and an 'Internal Memo' text area. The 'Internal Memo' field contains the text: 'Send \$500 USD worth of Euro by Foreign Wire. Banking information attached'. Below this is a 'Comments' section with a text area containing the same text: 'Send \$500 USD worth of Euro by Foreign Wire. Banking information attached'.

**Have Questions?** For assistance, please contact [help@brynmawr.edu](mailto:help@brynmawr.edu) or 610-526-7440.