



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Financial Services/Accounts Payable
Issue/Revision Date: 12/01/2017

Honorariums, Stipends, and Scholarships

Policy:

An honorarium is a form of gratitude shown toward an individual (non-ASU employee) in return for that individual's willingness to visit the University and participate in a University event of short duration (such as speaker, etc.). The recipient should be told that the honorarium does not represent compensation equal with the actual service provided. A description of the reason for the honorarium and the name of the event including the date and location must be referenced on the Purchase Order.

Honorariums should not be charged to restricted funds. Questions should be directed to the Sponsored Programs Administration. Documentation required to compensate for honorariums includes:

- A signed original W-9 that must be on file in Accounts Payable before payment is made.
- A 1099-MISC that is used on all dollar amounts of \$600 or more. A permanent address must be provided for mailing of the 1099-MISC form.
- Original documentation for all expenses being reimbursed. See section on reimbursement to non-employees for travel expenses.

STIPENDS

The procedures for payment to an ASU student or non-University student who provides a service to the University is as follows:

- Pay with a purchase order and provide a detailed description of the reason for payment.
- Letter must be sent to the Financial Aid Office with a detailed description and reason for payment.

INDEPENDENT CONTRACTOR

The procedures for payment of business expenses for an independent contractor are as follows:

- For reimbursement of business expenses for services rendered, original receipts are not required. If the department needs to verify expenses, it is the department's responsibility to obtain copies of the receipts. Expense reimbursements will be included in taxable income for the individual to deduct on his or her personal tax return.
- A signed original W-9 must be on file in Accounts Payable before payment is made.
- 1099-MISC is issued on all dollar amounts of \$600 or more. A permanent address must be provided for mailing of the 1099-MISC form.

SCHOLARSHIPS

Here is general information on scholarships:

- Scholarships are awarded through Financial Aid.
- Contact Sponsored Programs Administration for any payments involving restricted funds.
- Non-University students or individuals should be paid with a Purchase Order, with a detailed description of the reason for payment.