

**Following are the guidelines to process payments for faculty who receive AEC Awards. If you have any questions about the paper work, please contact Luz Ramirez in the Dean's Office at (212) 772-5521 (or email: [luz.ramirez@hunter.cuny.edu](mailto:luz.ramirez@hunter.cuny.edu)) who will process all the paper work for payments.**

- ***Reimbursements***

Check Requests must be supported by original paid itemized receipts and packing slips. Any items/services bought through the Internet must be supported by an invoice (e-invoice or e-mail indicating the invoice number, items bought, total amount, payment details) and packing slips. All expenses are exempt from New York State Sales Tax and or Hotel Room Occupancy Taxes. The Accounting Office will not reimburse for any taxes or tips paid. [NYS Sales Tax Exempt Forms](#) and [NYS Occupancy Tax Exempt Form](#), and [NYS Sales Tax Exempt Letter](#).

- ***Payments to Vendors***

Check Requests must be supported by original invoices and packing slips. Attach copies of the signed contracts. Payments to an institution providing seminars or training must be supported by completed applications forms and brochure indicating the date and cost of the seminar/training or conference.

- ***Payment for Services Rendered (Independent Contractor)***

All Check Request Forms must be supported by a completed Services Rendered form and a legible copy of their Social Security Card. Their social security number should be written on the Check Request. A copy of the authorization letter from USCIS (United States Citizenship and Immigrations Services) must be submitted for any Social Security Card bearing the note "Valid for work only with USCIS authorization". A copy of the Permanent Resident Card (green card) or US passport supersedes the USCIS authorization requirements. [Service Rendered Form](#)

If a Social Security Card is not available, we can accept any document issued by the government showing the Social Security number. We cannot accept paychecks, W-2's, 1099's or income tax returns.

No payment can be issued to any Hunter employee for services rendered during their regular work schedules.

- ***Honorarium***

Honorarium for Resident Aliens or US Citizens must follow the "Service Rendered" procedures. (see [Payment for Services Rendered](#))

Honorarium for Non-Resident Aliens must adhere to the memo from the Cash Management and Accounts Payable Departments dated November 17, 2003 for Paying Honoraria for a Non-Resident Alien. (see [Non-Resident Alien Honoraria Payments](#) memo)

- ***Cash Advance***

Check Requests must be supported by a letter signed by the signatory of the account explaining the department's need for the cash advance. All cash advances must be cleared within 15 days after the event by submitting original invoices and copy of the Bursar's deposit receipt for any unexpended monies. All invoices must be dated on or before the event but not earlier than the pick-up date of the check. No advances will be released after the date of the event. Only two outstanding advances will be allowed at one time.

- ***Refunds***

A copy of validated [Bursar's Deposit Receipt](#) verifying actual payment must support any refunds. Refunds must be drawn from the account where the original deposit was made.

- ***Travel***

State Travel Policies and Guidelines must be followed. Please check the New York State Traveler's Guide website (<http://www.osc.state.ny.us/agencies/travel/guide.htm>) All non-local travel must be approved and signed by the Department Head.

Travel reimbursement must be submitted after the travel date and supported by original invoices, boarding pass (for airline) and/or ticket stub. If the ticket was purchased through the internet, in lieu of original invoice, please provide us with an e-invoice. Indicate the to/from and purpose for any common carrier, bus or taxi fare