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## MEMO

To: Department Chairs & Assistants  
From: Luz Ramirez  
Date: January 6, 2020  
RE: Guidelines to pay an honorarium to an invited guest speaker

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### **To process an honorarium in the amount of \$500 or less:**

1. A copy of the letter of invitation or email showing how much money you are offering for the honorarium.
2. A copy of the flyer or email for the speaker's presentation.
3. Completed W9 form.
4. Speaker must complete and sign the attached "Honoraria Independent Contract Service Claim" form.
5. I need the speaker's name and email address because the Purchasing Dept. will email him/her a "Vendor Registration Form" that he/she must complete and fax back to the CUNY Central Vendor Management Unit.
6. Must include an invoice for the honoraria and travel expenses from the payee signed and dated

**\*\*If the amount of the honorarium is more than \$500, the invited guest speaker will also need to complete at "Exhibit 3 Independent Contractor" form, in addition to the forms above.**

**\*\*Please note: The individual cannot be currently be a NYS or CUNY employee, or if not currently an employee - nor an employee within the last two years.**

You can obtain all of the required forms from me.

If you have any questions, please feel free to contact me at Ext. 15521 or (212) 772-5521.