PROCESS FLOW FOR NON-PAYROLL PAYMENT (Honorarium,Reimbursement, Award, Prize)

Note: Process must be completed for every visit

Step 1: Department plans academic activity and details.
- Title of activity
- Date of activity
- Payment type (honorarium,reimbursement)
- Amount of payment

Step 2: After activity details are discussed, department must determine visitor's eligibility to receive the payment, as well as tax residency status .
- Department will send visitor the **Eligibility E-mail *** or call visitor to ask questions outlined in eligibility e-mail.

Visitor provides requested information

Step 3: Department uses the information visitor provides to determine which process to follow for the non-payroll payment using the flow chart below.

START

Is visitor a U.S. citizen or Permanent Resident?

Yes

Step 4: Process for Non-Payroll Payment to a U.S. Citizen/Permanent Resident (STOP HERE)
Department will:
1) Send the invitation letter to visitor.
2) If department will pay an honorarium, complete the Independent Contractor Determination Checklist Form.
   - ***NOTE:*** *The ICD Checklist Form* ***is not*** *required for a reimbursement, award or prize.*
3) Complete Accounts Payable Payment Request Form and send request to Accounts Payable.
   - *Attach W-9 to A/P Request Form if applicable. A W-9 is required for new vendors, change of address and change of payee name, including payment requests for a reimbursement, award or prize.*

No

Step 4: Process for Non-Payroll Payment to a Foreign National
Department will:
1) Send visitor the **Foreign National Information Form (FNI Form)***. Visitor will complete form and provide a copy of the passport identity page and supporting documentation for the visa type.
   - ***NOTE:*** *If visitor will obtain a visa, supporting documentation may be provided once the visitor is in the U.S.*

Visitor provides requested information

Step 5: Department uses the information visitor provides to determine next steps in process for the non-payroll payment to a foreign national.

Does visitor currently have a visa ?

No

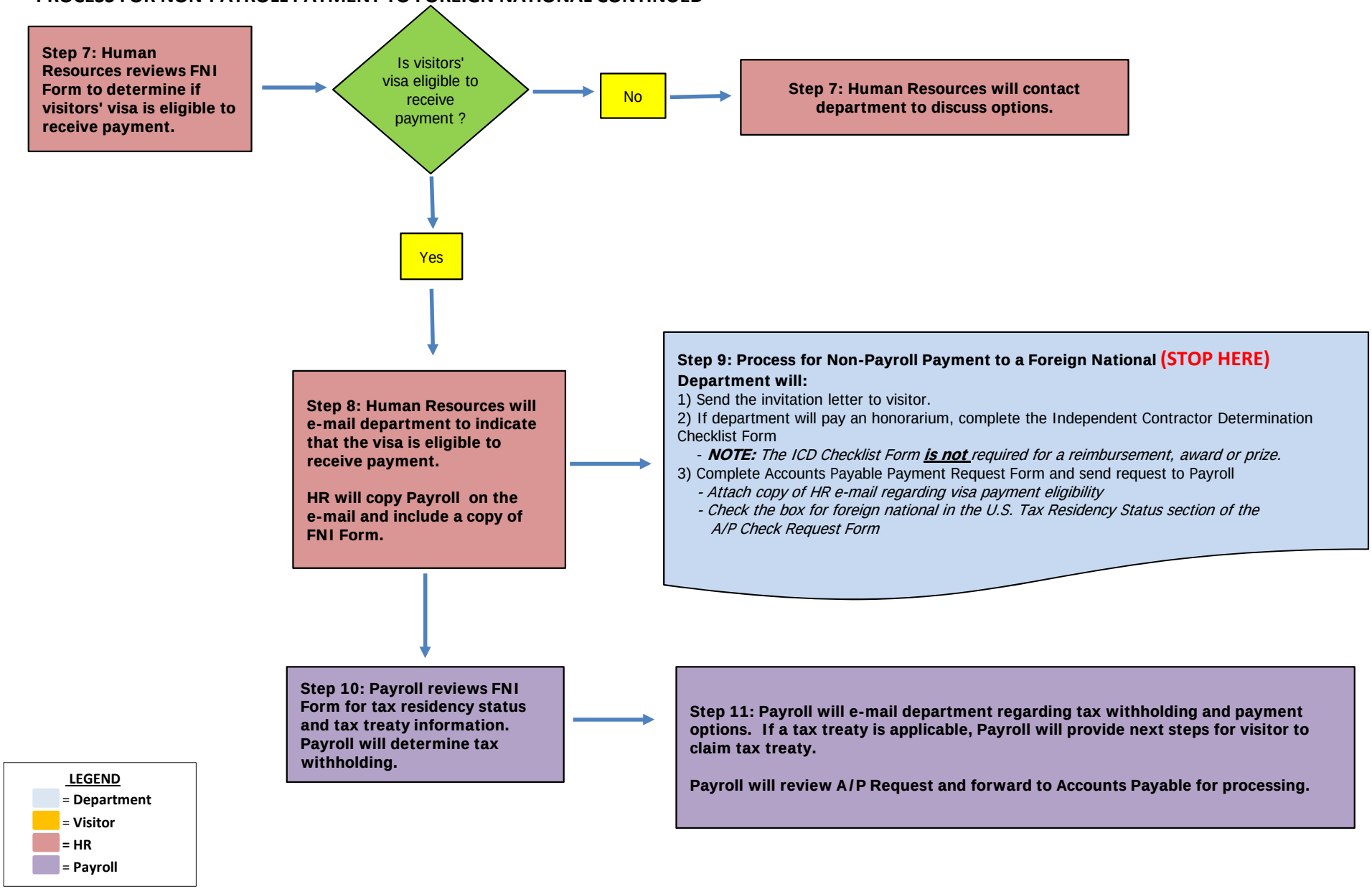
Step 6:
1) Determine if visitor needs SMU to sponsor J1 visa. If J1 visa is needed, department contacts International Center.
2) E-mail FNI Form to foreignationals@smu.edu

Yes

Step 6:
E-mail FNI Form to foreignationals@smu.edu

SEE NEXT PAGE

LEGEND
- **= Department**
- **= Visitor**
- **= HR**
- **= Payroll**

*** Forms available on www.smu.edu/hr/ManagerTools**

PROCESS FOR NON-PAYROLL PAYMENT TO FOREIGN NATIONAL CONTINUED