



GSA Honorarium/Travel Speaker Agreement

Instructions:

Step 1: Complete Honorarium Request Form. Hosting organization submits form via getINVOLVED with all information completed. The GSA will verify that your speaker is eligible to continue with an honorarium request.

Step 2: Complete the Honorarium Speaker Agreement, Business Justification Form, and EACS registration. Submit forms as a single PDF via the same getINVOLVED portal as above with all information completed.

Step 3: Speaker completes Payment Works registration. Upon completion of steps 1 and 2, the GSA will initiate adding a speaker to the Rutgers vendor management system. Speaker will receive personal link and must complete registration. Note: *speaker must have a valid SSN or ITIN.*

Step 4: Speaker completes ICED form. Emailed directly by and returned to the GSA Business Manager (help@gsa.rutgers.edu).

Step 5: GSA notified of event completion. Hosting organization submits a complete PER with the necessary forms, including those from steps 1 and 2 above and emails GSA Business Manager (help@gsa.rutgers.edu)

Step 6: GSA submits check request. Speaker is mailed a check for the agreed honorarium amount directly.

Note 1: The GSA may only prepare honorarium checks *after* the conclusion of the event in question and only after being provided all the above documentation. Request should be made *at least 4 weeks* in advance of the event.

Note 2: The recipient of the honorarium must *not* be affiliated with Rutgers University. The GSA does not pay for honoraria given to administration, faculty, staff, or students of Rutgers University.

I, [print name] _____, acknowledge a mutually agreed upon honorarium in the amount of \$ _____ for my participation in [name of event] _____ held on [date of event] _____ under the sponsorship of [name of sponsoring graduate student organization] _____.

Signing below indicates I understand the above policies and procedures. I also understand that I may not be reimbursed for travel expenses more than \$1000 total (to and from event, in any mode), nor any lodging more than \$250/night for each day of the event +1 day, nor meals more than \$45/day of lodging.

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| _____ Signature of speaker | _____ Date |
| _____ Signature of sponsoring organization representative | _____ Date |