

SABO REFERENCE GUIDE FOR HONORARIUM

SERVICE AGREEMENT

SABO / GSA

October 2024

Honorarium

DEFINITION

An honorarium is a one-time (i.e. one day or one event over contiguous days) basis payment made to an individual (not a corporation, business or partnership) for a special and non-recurring activity or event for which a fee is not legally or traditionally required. In a non-classroom setting which takes place in the U.S.

If the activity is in a classroom setting, this should be a guest lecturer.

This payment should NOT be negotiated.

Honorarium

DEFINITION

The sum of the honorarium amount is discretionary/gratuitous: should not be characterized as lost fees or wages, expenses, or other opportunity costs incurred by the individual, but rather to the amount of recognition appropriate for the service provided. Example would be a payment to a guest speaker in a non-classroom setting (e.g. commencement).

The University does not make charitable contributions to organization in lieu of a honorarium payment.

An honorarium cannot be used to pay independent contractors, consultants, or employees.

Honorarium

STEPS IN SABO

1. **Treasurer must obtain pre-approval from Graduate Student Association (GSA).**
 - Pre-approval from the EC is required for any speaking engagements**
2. Treasurer collects all necessary details prior to completing Check Request in SABO System.
3. Treasurer Submits Check Request in SABO System:
 - Who are you paying? **Person**
 - Contracted Service for an Individual ONLY
 - Payee Information
 - Purpose of Request: "**Honorarium – Date**"
 - Transaction Code: "**Miscellaneous**"
 - The amount of the Honorarium should be specified. **This payment should NOT be negotiated.**

Honorarium

STEPS IN SABO

3. Treasurer Submits Check Request in SABO System:

- Check Information: Date(s), business purpose, and location of events must be stated in the description of the Check Request.

4. Approver Information

- Approver listed in "1." is the GSO Treasurer
- Select "Shawn Rumrill" as Approver "2." (GSA Business Manager)

5. Review Request

6. Submit Request and **note the Check Request or Voucher#.** You will need this **when completing the Service Agreement.**

Honorarium

STEPS IN DOCUSIGN – getINVOLVED PAGE

4. Treasurer initiates DocuSign: [DocuSign](#)

5. PLEASE DISREGARD note “Supplier MUST fill out the form with the link below.”

Instead, the Supplier simply needs to Email their completed/signed W-9 form directly to sabo@echo.rutgers.edu. This is in addition to completing/signing off on the Service Agreement via DocuSign.

Honorarium

STEPS IN DOCUSIGN – getINVOLVED PAGE

Information entered here routes the Service Agreement to the appropriate individuals for signatures:

- Student Org Officer
 - Treasurer Name / Treasurer Rutgers Email
- Vendor (Person Receiving Honorarium)
 - Speaker Name / Speaker Email
- Advisor (SABO System Approver is GSA Business Manager)
 - Shawn Rumrill / srr131@rutgers.edu
- SABO
 - Charisse Gutierrez / Charisse.gutierrez@rutgers.edu

Honorarium

STEPS IN SERVICE AGREEMENT

- Complete required fields.
- On the signature page, page 3:
 - Supplier Name: (Person receiving Honorarium)
 - Supplier Signature: *this line will be added to the form*
 - Date: *this line will be added to the form*
 - Supplier Representative: "N/A"
 - Supplier Representative Signature: "N/A"
 - Date
- Graduate Student Org SABO Account Name and Account Number
 - Authorized Rutgers Representative: GSA Business Manager, Shawn Rumrill
 - Authorized Rutgers Rep Signature: GSA Business Manager, Shawn Rumrill
 - Date

Contact / Additional Assistance

SABO: Charisse Gutierrez, Director/Business Manager

Email: Charisse.gutierrez@rutgers.edu

Phone: 848-932-6979

DROP IN OFFICE HOURS VIA ZOOM:

Mondays from 9:30 to 10:30 AM

Tuesdays from 2 to 3 PM

Log in to your Rutgers Zoom Account

Meeting ID: 538 538 3149

Password: 630856