

Financial and Administrative Services

FACT SHEET

How to Pay an AUM Guest

If the Guest is:

Interview Candidate

- Vendor registration not required
- **Payment made via One time eVendor system**
- Fill out paper travel voucher with expenses, have guest sign, submit along with agenda of visit
- **Reimburse travel expenses only**, subject to AUM travel policy and must include detailed receipts
- Guest Meals paid by AUM are allowable on purchasing card with proper documentation
- Hotel room the only pre-paid expense

Guest Speaker

First disseminate the speaker's expertise/knowledge on the subject being spoken about to determine pay.

Honorarium - *Does not speak for a living and payment not to a company*

- A payment given to a distinguished/official guest of AUM in order to help defray their costs of traveling. It may not be used to pay professional services.
- Lump sum payment includes all travel expenses. No additional requests for reimbursement of travel expenses can be submitted.
- Guest must register at the AU Vendor Center to receive payment
- Voucher backup should include memo - see [honorarium template](#) for reference
- Guest Meals paid by AUM purchasing card are allowable with proper documentation
- Account Code 70500 - Honorariums

Professional Service Agreement (PSA) - *Speaks for living or payment to a company*

- Guest must register at the AU Vendor Center to receive payment
- Complete [PSA form](#) must be on file prior to services performed
- Travel expense reimbursement must adhere to [AUM Travel Policy](#) and include detail receipts
- No travel expenses may be paid directly by AUM
- Guest Meals are not allowed
- Fees under \$600 do not require a PSA. Invoice can be directly processed via eVendor system
- Account code 70525 - Professional Services