



## How to Pay an AUM Guest

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 purchasing card are allowable on pcard with proper documentation
- Hotel room the only pre-paid expense

Honorarium

- 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 – ask Financial Services for template
- Guest Meals paid by AUM purchasing card are allowable with proper documentation
- Account code 70500 - Honorariums

Guest Speaker

disseminating their expertise/knowledge?

Speaks for living or payment to a company?

Professional Service Agreement (PSA)

- 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