



UNIVERSITY
of ALASKA

Procurement & Contract Services
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To: UAA Community

From: Justine Nelson, Director UAA Accounts Payable
Kara Axx, Chief Procurement Officer

Date: December 20, 2023

Subject: Honorarium Process

DocuSigned by:
Justine Nelson
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In order to expedite and simplify the issuing of honorarium payments \$1,000 or less, the processing will transition from Procurement & Contract Services to the UAA Accounts Payable office. Starting on January 3, 2024 all requests for honorarium payments will be submitted to the UAA Accounts Payable office via the Direct Pay Process which can be found here <https://nextgensso.com/sp/startSSO.ping?PartnerIdPId=urn:mace:incommon:alaska.edu&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f1f045726-f0db-478e-b89f-59b852efa549> When completing the Direct Pay Form entering account code 3017 will trigger additional requirements relating specifically to honorariums.

Process:

1. Open [Direct Pay Form](#)
2. Fill out all required fields with relevant information
3. Upload a thank you letter to the recipient
4. Upload the W-9 form for the recipient
5. If all requirements are met, A/P will process payment

Please remember, honorariums are gifts or payments given as a token of appreciation to guest speakers and other individuals who provided the University a service free of charge. Any verbal or written agreement in which the University will be obligated to pay for services or expenses or accommodations is a contractual arrangement and must go through the requisition process.

The process for honorariums over \$1,000 will remain unchanged, requiring a requisition and backup sent to Procurement & Contract Services. Please contact either of us with questions about the new process.

