



Accounts Payable
(212) 772-4362

DATE: November 17, 2003

TO: Provost, Vice Presidents, Deans, Chairpersons and Directors

FROM: John Battaglia
Director of Cash Management and Accounts Payable

RE: Non-Resident Alien Honoraria Payments

Changes to the Immigration Law now allow for honoraria payments to foreign guest lecturers (non-resident aliens) in certain situations. Prior to these changes, payments to non-resident aliens were contingent on the individual having a specific visa that authorized work in the United States and required processing as payroll. Now, holders of B-1 and B-2 tourist visas may receive honoraria payments and reimbursement of associated incidental expenses for "usual academic activity" provided they meet the following criteria:

- The usual academic activity lasts no more than nine days at any single institution;
- The payment offered by the institution must be for services conducted for the benefit of the institution and
- The non-resident alien may accept such payment only if he or she has not accepted such payment or expense reimbursement from more than five institutions during the previous six months.

Thus, payment requests must be accompanied by a statement signed by both the payee and by the authorized signatory of the OTPS account or the non-tax levy account stating the following:

- The number of days the activity lasted at the college;
- That the college has benefited from the service performed and
- That the individual has not accepted such payment or reimbursement of expenses from more than five institutions during the previous six months.

This statement is to be submitted with a Hunter College Purchase Requisition (multi-part form), a completed and "Payee Signed" New York State Standard Voucher (leave the Payee ID/Social Security field blank), a copy of their passport information page and a copy of the agreement or invitation with the honoraria amount specified for payment from OTPS funds. Travel reimbursement from OTPS funds additionally requires a completed and "Payee Signed" New York State Travel Voucher and original receipts in addition to the above. Please note: Honoraria payments from OTPS funds can be requested for distribution on date of service if the request is submitted at least four weeks prior to the date needed, leave the address field blank and put the letter "A" in the Route field of the Standard Voucher. Payment from non-tax levy funds requires a Hunter College Request For Check Form with the same documentation.

If you have any questions regarding this matter, please contact me at 772-4495.

c: Sharon Neill