

Rhode Island School of Design

Honorarium Payment: Domestic Visitors



Please use and submit this form to Accounts Payable for the payment of domestic individuals who meet the following criteria to be considered 'honoraria:' *Guest/visiting critics; guest/visiting lecturers; guest/visiting artists/designers/scholars who give public addresses, perform, demonstrate techniques/materials/processes, lead intensive workshops or interpreters for any of the aforementioned categories may be paid an honorarium for services which are related to or enhancements of curricula (College), co-curricular (CSI), or provide cultural programming for the college community or general public (Museum of Art).*

Please attach a W9 completed and signed by the guest if this is their first time on campus.

If a return visitor ID number in Colleague

Payee full name (First/Mid./Last):

Mailing address
for check:

Date(s) of RISD visit:

Department:

Activity/Class(es) Visited:

To be filled out by the departmental sponsor/host:

Account Number:

Honorarium Amount:

Check Handling

Mail

Return to Originator

Requested By (print/sign)

Authorized By (print/sign)

Date
