

Yale University School of Architecture

HONORARIUM REQUEST FORM

VISITORS: Please provide **all** information within this section and return it to the individual who invited you to the school. If you were offered reimbursement for your travel expenses, attach your receipts to this form. If you were not offered reimbursement for your travel expenses, you were either provided with transportation or your honorarium amount will include an allowance for your travel expenses. You should receive payment within four to six weeks.

Name: _____ Date of Visit ____/____/____

Remote Visit? Yes No If yes, location of activity: _____

Home Address: _____

E-mail: _____ Telephone # _____

Have you ever received an honorarium or reimbursement from the School before? Yes ___ *No ___

**If No, you will receive an email with instructions to register as a supplier with Yale University.*

Citizenship: U.S. ___ U.S. Permanent Resident ___ *Non-U.S. ___

**Refer to the second page for links to the required forms. Please note that payments to foreign individuals for work performed in the U.S. can be subject to 30% tax deductions. Refer to the second page for information on how to request a tax exemption.*

FACULTY MEMBER: Once your visitor has completed the top portion of this form, complete this portion of the form. Make certain that any needed documents and/or receipts are attached.

Faculty Member Name _____

Course Number _____ Course Name _____

Requested Amount of Honorarium \$ _____ (see below for amount)

Note: Honorarium is limited to the following unless there is **prior** approval from Phil Bernstein

- If visitor did not travel by air but we provided car service: \$100/day
- If visitor did not travel by air and we did not provide car service:
Select one of the following if traveling from or nearby (amounts listed **include** a travel allowance):
New Haven/Remote: \$150 New York: CAR/\$250, RAIL/\$200 Providence: CAR/\$260,
RAIL/\$240 Boston: CAR/\$300, RAIL/\$270 Philadelphia or Princeton: CAR/\$340 RAIL/\$290
- **(RAIL FROM NY METRO NORTH, FOR PHILADELPHIA, PRINCETON, BOSTON AMTRAK COARCH RESERVED)**
(Each additional day with stay over in New Haven: add \$100/day.)
- If the visitor traveled by air, maximum rate is= \$150 base + \$325 r/t ground (home) + latest average fare found in the Bureau of Transportation Statistics site:
<https://www.transtats.bts.gov/AverageFare/Default.aspx>

Faculty Signature _____ Date _____

Submit this completed form with all attachments as applicable to archbusiness@yale.edu

Honorarium Payments to Foreign Individuals

Questions: archbusiness@yale.edu

1. Honorarium payment can only be made to individuals, and not to organizations.
2. These visa types are not eligible for honorarium payments: A1, A2, G1 through G4, F2, H4, F1, H1B, I1, O1, R1, TN.
3. If your visit to Yale University involves academic activities lasting more than 9 days or you have received honoraria and/or expense reimbursements from more than 5 U.S. organizations within the past 6 months, the following payment restrictions apply:
 - a. B-1 or WB status: Only substantiated expenses may be reimbursed.
 - b. B-2 or WT status: Yale is not permitted to make any payments to you.
4. The following documents and forms are needed to process your honorarium payment:
 - a. Photocopy of photo page of Passport and a copy of your [I94 record](#).
 - b. Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals) ([form -W8BEN](#)).
 - c. [International Information Form](#) (IIF).
 - d. Honorariums payments are subject to 30% tax deductions. If there is a [tax treaty](#) between the United States and your country of residence, you may be able to claim an exemption by submitting [IRS Form 8233](#).
 - Form 8233 requires a U.S. Social Security number (SSN) or an Individual Taxpayer Identification Number (ITIN). If you do not have an SSN or ITIN, you may apply for an ITIN by completing [IRS Form W-7](#) and submitting it directly to the Internal Revenue Service (IRS). The IRS typically takes 7–11 weeks to process a Form W-7 application.
 - If you cannot provide Form 8233 with an SSN or ITIN when we receive your honorarium request, it will be processed without the treaty-based tax exemption (and the 30% withholding will apply).
 - e. If the honorarium amount is between \$1,001 and \$3,000 a Waiver of Withholding ([form CT-590](#)) form should also be completed.