
Franklin Non-Employee Visitor & Services Guide

Guide Last Reviewed: 04/22/2024

This guide covers what is needed to process payments to non-employee individuals. Payments may be for travel (ex: graduate student or faculty recruitment) and/or payment for services rendered (ex: guest speakers). Payment for travel and services can only be made after the travel/service is completed.

1. All individuals should register as suppliers, if they have not done so already:

- Individuals who have received payment from UGA before do not need to re-register. If their address has changed BSC can update it when processing their payment.
- **US CITIZEN/PERMANENT RESIDENT INDIVIDUALS**
 - Please send them this link, as soon as you know they will be getting paid/reimbursed: <https://suppliers.uga.edu>
 - Immediately upon submission, the individual should receive an automated email confirmation with a registration number.
 - Step-by-step instructions with screenshots can be found here: <https://uga.teamdynamix.com/TDClient/3109/FandA/KB/ArticleDet?ID=149300>
 - Once approved (in 2-3 business days), the individual will receive another email with their supplier number.
- **NON-US CITIZEN/PERMANENT RESIDENT INDIVIDUALS**
 - They should send a completed [W-8BEN form](#) to the OneSource Service Desk at onesource@uga.edu to complete the supplier registration process.
 - Once approved, a supplier number will be provided.
- **Saying “Yes” to accepting Purchase Orders while registering**
 - If your person will receive payments for services totaling over \$2499 (whether one time or over multiple payments for an ongoing fiscal commitment), they will need to check the box stating they will accept purchase orders from UGAMart when registering as a supplier in the system.
 - If your person will receive payments related to providing specialized or expert advice (consulting on a grant, providing the department program evaluation, etc.), they will need to check the box stating they will accept purchase orders from UGAMart when registering as a supplier in the system.

2. If receiving payments for services:

- International individuals may only receive honoraria payments if they are a B1, B2, WB, WT, or J1 visa holder.
- If the individual will be providing specialized or expert advice (consulting on a grant, providing the department program evaluation, etc.) they will need to complete a consulting agreement: <https://busfin.uga.edu/forms/consulting.pdf>
 - Once they have registered in step 1, BSC can create a cart in UGAMart using the [“non-catalog item”](#) option. The individual’s name will be selected in the “select vendor” field. BSC will attach the consulting agreement to the requisition. This must be completed prior to the individual providing consultation. The individual will then provide invoice(s) instead of filling out the non-employee payment form in step 3.

- If the individual will be providing non-expert services totaling over \$2499 (whether one time or over multiple payments for an ongoing fiscal commitment), request a quote from the individual for their services.
 - Once they have registered, BSC can create a cart in UGAMart using [“non-catalog item”](#) option. The individual’s name will be selected in the “select vendor” field. BSC will attach the quote to the requisition. This must be completed prior to the individual providing services. The individual will then provide invoice(s) instead of filling out the non-employee payment form in step 3.
- If the individual will be providing non-expert services totaling under \$2499, proceed to [step 3](#).

3. Completing the Non-Employee Payment Form:

- https://busfin.uga.edu/forms/Non_emp_payment.pdf
- It is most advantageous for processing times if the department can have the form completed/signed while the individual is still on campus if visiting in person.
- Individuals should complete 1-7 (or confirm the information is correct) and sign on the first line (as the payee).
- Departments should complete the remainder of the form before sending to BSC, being sure that the amount to be paid is correct.
 - If the individual will receive an honoraria and travel reimbursements, *both* amounts should be reflected in the total.
- For lectures done by Zoom/services performed out of the United States:
 - Please have the individual fill out this form instead of the Non-Employee Payment Form: https://busfin.uga.edu/forms/honoraria_fees_outside.pdf

4. Required additional documents (in addition to Non-Employee Payment form):

- For guest speakers/honorarium: Event flyer OR email invitation (showing date, time, and who the event was open to) OR individual itinerary
- For faculty/graduate student recruitment: Individual itinerary
- If reimbursing travel expenses: Detailed receipts showing payment
- INTERNATIONAL INDIVIDUALS: **In addition** to the above documents, please include:
 - Copy of passport
 - Copy of I-94
 - Copy of visa
 - J1 visa holders also need DS2019
 - WT/WB visa holders may only have the I-94 card and passport

USEFUL LINKS FOR DEPARTMENTS:

- Many departments direct bill for individuals’ airfare, lodging, and ground transportation.
 - This can be arranged by contacting an authorized travel agency: https://busfin.uga.edu/accounts_payable/int_travel_directbill_air/
 - Most of the hotels in Athens are already set up to direct bill, a list can be found here: https://onesource.uga.edu/resources/hotels_direct_billing/
 - Groome transportation will direct bill (needs a department-specific code, check with your department)
- Payments and taxes for international individuals: <https://busfin.uga.edu/payroll/internationals/>