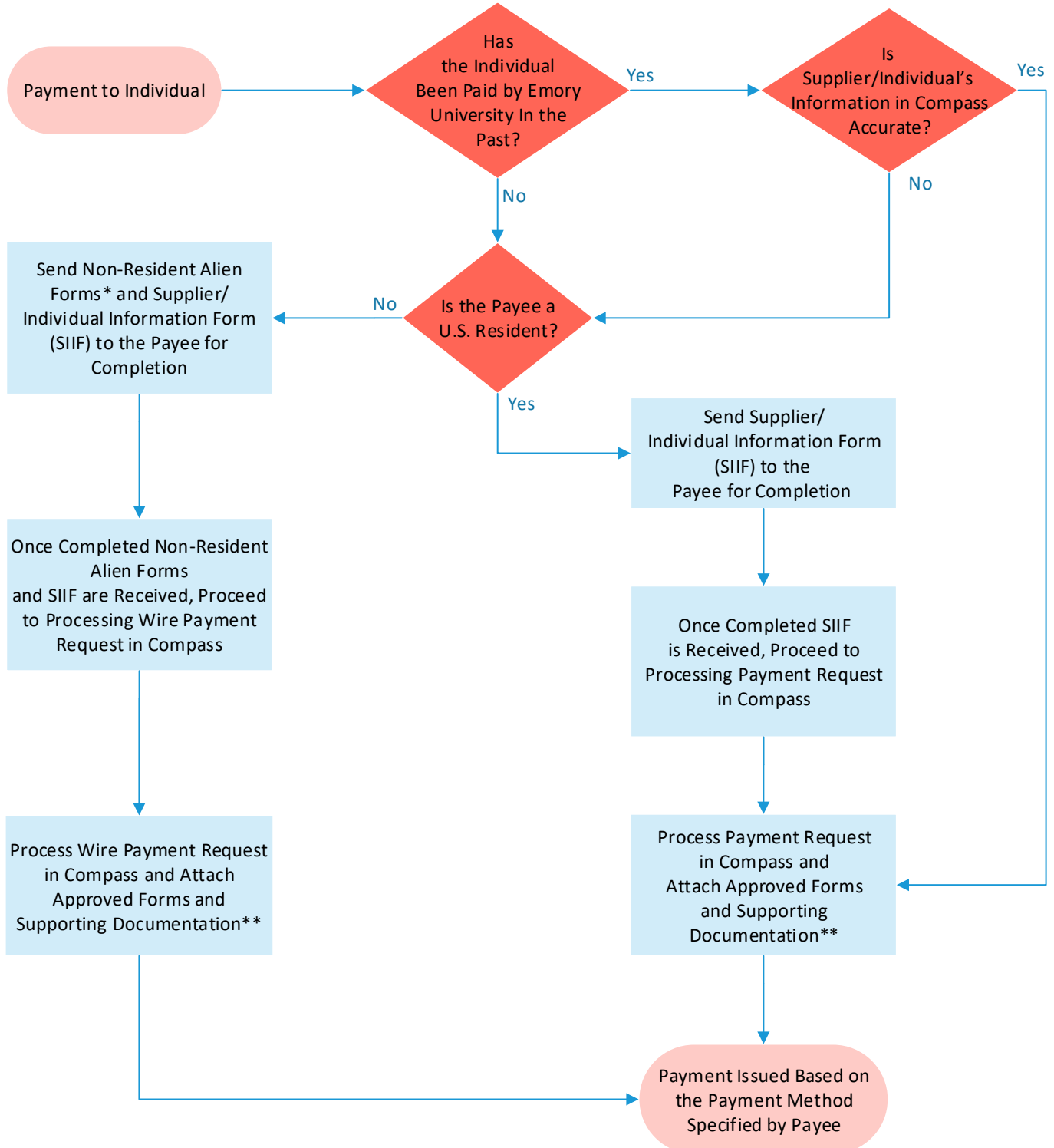




- Payment to an individual is for services such as honoraria, speaker fees, guest reimbursements, etc. and when the individual is set up to be paid based on the Social Security Number (SSN) for tax purposes.

- **REMINDER!** A contract is **required** when: 1) there is an expectation of work or performance, 2) the possibility exists that damage can be done to buildings or grounds, 3) the possibility exists that people can be harmed or injured, 4) Oxford College would need recourse for unforeseen events/no-shows, or 5) it's **not** a voluntary payment (Honorarium payment). Please refer to the Contract Routing process **prior** to initiating payment.



\*Click on the cheatsheet (first hyperlink)

\*\*Supporting documentation may include agreements, invoices, event advertisements, work schedule, etc.

Emory Finance Systems can be found [here](#).