



**THE STATE OF ALASKA**  
**MIKE DUNLEAVY**  
**GOVERNOR**

**Boards and Commissions**  
Office of the Governor

550 W 7<sup>th</sup> Ave. Suite 1700  
Anchorage, Alaska 99501  
907-269-0006

**Required Honorarium and Travel Paperwork FAQ**

**Uncompensated members** do not travel or receive an honorarium as a part of their board or commission duties. **Compensated members** are paid an honorarium for their work AND/OR receive lodging and per diem for any required travel. **Compensated members must fill out all applicable forms.**

**1. What paperwork is required for an appointed Boards and Commissions member?**

Individuals who are compensated an honorarium for their attendance during meetings must complete the forms packet located on the Division of Personnel and Labor Relations (DOP&LR) website:

<http://doa.alaska.gov/dop/resources/employeePackets/#2>

All honorarium payments must be paid through the payroll system and reported on a W-2 according to IRS rules.

**2. What if I don't receive an honorarium, is any paperwork required?**

There may be required paperwork if you travel as a part of your duties. See Questions #3 and #4.

**3. What forms are required for members who travel to and from their meeting?**

The following forms are required:

- Address Authorization/Change form
- Employee Withholding Allowance (W-4)
- Designation of Beneficiary for Unpaid Compensation

The forms are also located on the DOPLR website and can be found alphabetically under HR Forms:

<http://doa.alaska.gov/dop/resources/employeePackets/#2>

**4. Why are these forms required?**

The Address Authorization/Change form is used as your address of record when the state sends out W-2 forms. If your address changes, please remember to submit a new form.

A travel per diem is taxable if no overnight stay occurs. The W-4 is required for the taxable portion of your travel.

The Designation of Beneficiary for Unpaid Compensation is used to name people to receive unpaid wage compensation in the event of your death, and to record your date of birth which is needed to match your name and your social security number for IRS reporting.

**5. Why do I need to submit these forms if my travel involves overnight stay?**

In order to maintain IRS compliance, state policy requires all travel be paid through the payroll system and reported on a W-2.

**Filling out the three forms mentioned above will ensure proper set-up in the system and payments will not be delayed.**