

Honorarium Request Form

Eligibility: Honorarium payments are granted to individuals in recognition of a special service or distinguished achievement for which propriety precludes setting a fixed price such as: special lecture seminars, participation in a workshop or panel discussion, guest speakers, and similar participation in scholarly and professional activities.

All payees must be set up as a supplier in Oracle. Please reference the guides below for further information.

[Requesting DocuSign-Eligible Suppliers.pdf - Google Drive](#)

[Mandatory Federal and State Tax Forms for Supplier / Payees](#)

PAYEE INFORMATION		UC Employees, whether on this campus or another UC campus must be processed through payroll. Contact SOM Human Resources	
Name:	Is payee a UC Employee: <input type="radio"/> Yes <input type="radio"/> No		
Address:	Email:		
City, State, Zip:	Phone:		
Country:	Department:		

PAYMENT	
<i>Please indicate if payment will need to be sent by check (domestic mail) or by wire transfer (foreign addresses ONLY)</i>	
Check Payment: <input type="radio"/> Yes <input type="radio"/> No	Wire Transfer: <input type="radio"/> Yes <input type="radio"/> No

EVENT INFORMATION	
Name:	Type:
Date(s):	Location:

* DETAILS ABOUT THE EVENT
this is a required field. Additionally, attach agendas, flyers, and/or brochures from the event.

Allowable Rates:

Maximum \$2500 per payee per event unless exceptionally approved by the Dean

COA & APPROVALS

Entity	Fund	Activity	Account	Function	Program	Project	Flex 1	Flex 2	Amount

Principal Investigator (PI) (Print Name) Signature Date SRP Signature Date

FAO/ Department Head (Print Name) Signature Date

BUSINESS OPERATIONS USE ONLY: **Exceptional Approvals** **Required if over the allowed amount per event*

Controller & Budget Director (Print Name) Signature Date

Dean (Print Name) Signature Date