

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.

Allowable Rates: Maximum of \$1,500 per payee per event, unless exceptionally approved by the Dean.

UC Employees: Honorarium payments to UC employees whether on this campus or another University of California campus must be processed through payroll so taxes can be deducted. Please contact: [SOM Human Resources](#)

PAYEE INFORMATION	
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:

Additional INFORMATION

REQUIRED FORMS	
W9 or W8BEN (non-citizen)	590 or 587 (out of state)

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