HONORARIUM REQUEST FORM

For Guest Speakers

Please make a request for an honorarium at least 2 weeks prior to the event.

Date of Request:					
Name of Speaker:					
Speaker's Email:					
Is the Speaker attending the event in-person? Yes or No					
s the Speaker a US citizen or permanent resident with a social security number? Yes or No f the Speaker is NOT a US citizen or permanent resident AND the Speaker is attending in-person, tax status will need to be determined through the Glacier system, which a member of Staff will initiate. Glacier will then send an email to the Speaker with instructions, including forms to complete and return. The Glacier process is not applicable to remote guest speakers, US citizens, and/or permanent residents with social security numbers.					
If the Speaker IS a US citizen or a permanent resident with a social security number, a signed, dated W-9 is required from them. The W-9 may be filled out with the Speaker's individual information or their company's information. The honorarium check will be made out to the entity on the W-9 and mailed to that address.					
f the Speaker is NOT a US citizen nor possesses a social security number, a member of Staff will determine if a Theck in USD may be accepted or if a bank wire is more appropriate.					
s the Speaker a UC Employee? Yes or No Note: UC Staff employees are not permitted to accept honoraria.					
Event Date(s): to (Attach flyer and/or announcement)					
Amount of honorarium to be paid: \$ (Must not exceed \$2,000 per person)					
Name of Account to be used:					
Name of person authorizing honorarium:					
Signature: Date:					

Please note that the Department will pay up to \$150 total per academic year for honoraria. Anything in addition to this must be incurred by the authorizing person's available funds as appropriate.

STAFF ONLY					
Project Code:	LAFS: 8	- – Fund Sub	Object Code: 7900	Cost Type:	