# HONORARIUM REQUEST FORM <br> 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? $\square$ Yes or $\qquad$ No

Is the Speaker a US citizen or permanent resident with a social security number? $\square$ Yes or $\square$ No If 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.

If the Speaker is NOT a US citizen nor possesses a social security number, a member of Staff will determine if a check in USD may be accepted or if a bank wire is more appropriate.

Is the Speaker a UC Employee? $\square$ Yes or $\square$ 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: $\$ \quad$ (Must not exceed $\$ 2,000$ per person)
Name of Account to be used:

Name of person authorizing honorarium:

Signature: $\qquad$ 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-


Cost Type:

