INSTRUCTIONS ON COMPLETING THE
HONORARIUM PAYMENT REQUEST FORM

For University Policy and Regulations pertaining to honoraria payments, see:
http://policy.ucop.edu/doc/3410219/AM-D371-35

This form should be used to request an honorarium payment for an individual. An honorarium is a payment granted in recognition of a special service or distinguished achievement for which propriety forbids any fixed business price to be set. Campus policy does not permit honoraria payments to everyone; to ensure your payee is eligible to receive honoraria payments, refer to the campus policy (link above), or contact Belinda White in the Sociology Department (belindak@berkeley.edu) before any service has been rendered.

Request Date: Enter today’s date.

Requestor Name: Enter the name of the individual requesting payment.

Requestor Phone: Enter the phone number of the individual requesting payment.

Requestor E-mail: Enter the e-mail address of the individual requesting payment.

Payee Name: Enter the name of the individual to be paid.

Payee Is A(n): Select whether the payee is a UC employee or an Individual without any affiliation to UC. If the payee is a UC employee, contact Belinda White (belindak@berkeley.edu) before any service is performed; the payee’s eligibility to receive such payments will first need to be determined.

What is payee’s citizenship status?: Select the appropriate answer: “U.S. Citizen”; “Permanent Resident”; “Visiting Foreign National, entering U.S. on Visa ____”; or “Other (Explain).”

If payee is a Permanent Resident, please provide a copy of his/her green card.

If payee is a Visiting Foreign National, please note the Visa Type used to enter the U.S. (H-1B, J-1, etc.). Eligibility to receive honoraria is affected by visa status (see eligibility according to visa type: http://controller.berkeley.edu/visa-classifications-and-work-authorization). Refer also to http://controller.berkeley.edu/glacier-tax-compliance-system for more information regarding payments to foreign nationals.

If payee is not a U.S Citizen, Permanent Resident, or Visiting Foreign National, select “Other” and provide detailed explanation.

Date(s) of Talk: Provide the date(s) of talk for which individual is to receive honorarium.

Amount of Payment: Enter the total payment amount here.

Purpose: Provide a brief but detailed statement on the purpose of the individual’s service (e.g., “Delivered lecture entitled ‘Addressing Equity in the Classroom’ as part of Fall Colloquium Series”).
Account Name/Fund Source: Provide the account name or funding source (e.g., COR Enabling grant) to be charged.

Fund Owner Approval Signature: The principal investigator (PI) or “owner” of the funding source must sign in this field, authorizing payment against this account.

Please provide supporting documentation in the form of flyer, announcement, or e-mail communication. This is required in order to process the honorarium request.

Return completed form and supporting documentation to:  
Belinda White  
Department of Sociology  
410 Barrows Hall, MC1980  
Berkeley, CA 94720-1980