

SOCIOLOGY HONORARIUM PAYMENT REQUEST FORM

Please use this form to request an honorarium payment for an individual.

Requestor Name: _____ **Request Date:** _____

Requestor Email: _____

PAYEE Name (Last Name, First MI):			
UC Employee? Yes No	Campus	EID	
US Citizen/Permanent Resident? Yes No		Permanent residents should provide copy of green card.	
Foreign National? Yes No	Visa Type:	Country:	
All foreign nationals without permanent residency must have a GLACIER record before receiving funds from the University. Please contact Holly Le, holly@berkeley.edu , to initiate a GLACIER record for an individual.			

Date(s) of Talk/Service:	Amount of Payment:
Detailed business purpose (REQUIRED): Supporting documentation in the form of a flyer, announcement, or email communication MUST be attached.	

Account Name/Fund Source: _____

Chartstring: _____

I certify that the above is a true statement, that the expenses claimed were incurred by me on official University business, and that I have attached original receipts for each expense, as required by University policy.

Requestor signature: _____ **Date:** _____

Department approval: _____ **Date:** _____

For Administrative Office Use ONLY for Exceptional Approvals:

Chair approval: _____ **Date:** _____

Dean approval: _____ **Date:** _____