

## INSTRUCTIONS ON COMPLETING THE HONORARIUM PAYMENT REQUEST FORM

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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](mailto: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](mailto: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