Honorarium Payment Form

Honorarium are gratuitous payments of an amount determined by the University made to visiting guest speakers, guest lecturers or others solely to express appreciation for their service to the University when no contractual agreement, neither written nor verbal, exists and payment is not expected or legally due.

An Honorarium payment should be made by Payment Request Document (PRD). Select “Honorarium” as the Product Category and attach a copy of this form as documentation.

**Recipient Information**

Recipient Full Name: _______________________________________________

Recipient Organization: _______________________________________________

**Honorarium Information**

Date(s) of Event: __________ through __________

(A form required for each fiscal year)

Honorarium Amount: ______________

Honorarium Purpose: ________________________________________________

________________________________________________

**Approvals**

Contact Name: ____________________________   Date: __________

_______________________________________________

Contact Signature

Business Officer Name: ____________________________   Date: __________

_______________________________________________

Business Officer Signature

For honorarium greater than $2,000:

Chair/Dean/Vice President Name: ____________________________   Date: __________

_______________________________________________

Chair/Dean/Vice President Signature

Does the check need to be held for pick up? If so, a Request for Exception to Business Procedures form should be submitted per BPM E-1-2 Requests for Exceptions to Business Procedures.