

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](#).