

HONORARIUM REQUEST FORM

For Speakers

Please make request for honorarium 2 weeks prior to event.

Date: _____

Name of Speaker: _____

Social Security Number: _____ - _____ - _____ Email: _____

Address: _____

City: _____ State/Zip: _____

Is the speaker a U.S. Citizen? Yes or No

If no, an account will be established in GLACIER and an email will be sent to the foreign visitor. The email will include a temporary UserID and Password that will allow access to the GLACIER system. GLACIER will prompt the foreign visitor to answer a series of questions. Once completed, GLACIER will generate forms and provide instructions on how to complete the registration process. In addition, GLACIER will identify whether payments to the foreign visitor will be subject to income tax withholding.

Is the speaker a UC Employee? Yes or No

Event Dates: ___/___/___ to ___/___/___ Attach flyer or announcement.

Amount of honorarium to be paid: \$_____ (See notes below)

Name of Account to be used: _____

Account Number: 8-_____-_____-_____

Name of person authorizing honorarium: _____

Signature: _____ Date: _____

1) Please note the honorarium check will be mailed to the speaker's address provided above.

2) The honorarium max amount for UC faculty is \$1,500, or up to \$3,000 with exceptional approval. A memo justifying the exceptional rate will be required.

3) For honorariums for non-UC employees, the chair can approve up to \$2,000, the dean up to \$4,000, and anything over \$4,000 needs EVC approval via the dean. An honorarium over \$2,000 requires a memo from the chair justifying the dollar amount being requested.