



Hart Interdisciplinary Programs Business Office

Honorarium Request Form

This form is used to pay an Honorarium for nominal, non-negotiated payments to individuals for participation in a scholarly or academic event benefiting the mission of the University and in accordance with [PPM 380-76](#) such as providing special lecture or short series of such lectures, conducting a seminar or workshop of no more than 2 weeks, a guest speaker. These disbursements will be taxable to the recipient. Allow 14 days for processing.

ALL FIELDS ARE REQUIRED UNLESS OTHERWISE NOTED.

PURPOSE	Business Purpose of Payment:			
	Name of Event/Service:		Date of Event/Service:	

RECIPIENT INFORMATION	Name of Recipient:		Title: (optional)	
	Home Address:			
	Institution Address: (optional)			
	Email:		Phone:	

Mail Check to (Select One): Recipient's Home Address or Recipient's Institution Address

ADDITIONAL RECIPIENT INFORMATION	Is the Recipient an employee of UC Davis? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the Recipient an employee of another UC Campus? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the Recipient a California resident?* <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If "Yes", which campus & department:</i>
	Is the Recipient a U.S. citizen or permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Dept. Contact Name:</i> _____ <i>Dept. Contact Phone:</i> _____
	Does the Recipient have a business/ personal relationship with a UCD/ UCDHS employee? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If "Yes", employee's name & department:</i>	Does a near relative of a UCD/UCDHS employee have a financial interest of 10% or more in this vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If "Yes" employee's name & department:</i>

*Non-California residents receiving more than \$1500 will have 7% state tax withheld

HONORARIUM AND ACCOUNT INFORMATION	Amount of Honorarium: \$		
	Account(s) to Charge: <i>(If you received funding from an external source, please attach backup).</i>		
	Account #1:		Amount: \$
	Account #2: (optional)		Amount: (optional) \$

APPROVAL	Requestor Name:		Date Requested:	
	Chair/PI Name:		Chair/PI Signature:	

NOTE: If the Honorarium recipient is NOT a U.S. Citizen, they will need to go to the following website and register with the UC Davis Finance & Business Tax Department: <https://financeandbusiness.ucdavis.edu/systems/glacier>

Email completed form and related documentation to hip-purchase@ucdavis.edu.