



HONORARIUM FORM

*An honorarium is an appreciation given to a professional person (non-employee and non-student) granted in recognition for special services performed for which payment is not required, such payments are 1099 reportable, for which fees are not legally or traditionally required. Example: speakers and visiting scholars. This Form should not be used for payment for any other services or for reimbursements.

SCHOOL: _____

DEPARTMENT: _____

COURSE/PRESENTATION: _____

EVENT DATE: _____

CONTENT COVERED: _____

NAME OF INDIVIDUAL: _____

ADDRESS: _____

EMAIL/PHONE: _____

PAYMENT AMOUNT: \$ _____

REQUESTED BY: _____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____

Vice President or Dean of School

INDIVIDUAL MUST COMPLETE A W-9 AND ATTACH TO THIS FORM TO PROCESS FOR PAYMENT