



# Honorarium Form

A true honorarium is considered a complimentary payment made to an individual in lieu of a service fee, for services which are not charged by the servicer (non-employee), and which traditionally do not require a Purchase Order. Honorarium payments typically do not exceed \$1,000.

**Honorarium is NOT a negotiated or charged fee, nor a written agreement or contract.**

**Date of service\*:** \_\_\_\_\_

**Department:** \_\_\_\_\_

*\*Date of service must match Invoice/Accounting Date*

**Request payment of an Honorarium to:** \_\_\_\_\_

*Name:*

*Supplier Number\*:*

*Address:*

*Country:*

*Vendor Type (check one):*     Domestic     Foreign\*

*\*Supplier information MUST match what is listed in Workday*

*\*If foreign is checked MUST also attach documentation from Non-Resident Taxation Coordinator and Wire Transfer Form*

**Payment Due (USD):**

**Purpose of Honorarium:**

**Requested by:**

Name:

Title:

Email:

\_\_\_\_\_  
Signature