

## HONORARIUM INFORMATION FORM

An honorarium is a payment to an individual of special achievement or renown, in return for that individual's willingness to visit the University and participate in a University event of short duration (such as speaker, reviewer, seminar participant, etc.), with the understanding that the payment *does not* constitute commensurate with the actual services provided. Since an honorarium is 1099 reportable, a Social Security number for the recipient is required.

**Name of Person:** \_\_\_\_\_

**Banner ID or Social Security Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

Please give a description of the reason this individual is being awarded an honorarium and include a detailed description of the purpose or function.

**Class Title:** \_\_\_\_\_ **Date of Honorarium:** \_\_\_\_\_

**Authorization to Award Honorarium:** \_\_\_\_\_  
(Dean, Director, or Department Head)

**Index Code:** \_\_\_\_\_

A recipient may wish to include a signed itemization of travel expenses or submit original receipts. This expense may be reported on this form or submitted later with the check request. This will allow these expenses to be deducted from the honorarium amount that will be reported on the recipient's 1099. Without such accounting, the entire amount of the honorarium is reportable to the IRS.

\_\_\_\_\_  
**(Signature of the Recipient)**

Honorarium (\$)	Travel (\$)	Hotel/Meals (\$)	Total Reimbursement (\$)
\$50.00			
		<b>Grand Total</b>	<b>\$</b>