

# School of Social Welfare – Honorarium Request Form

Honoraria payments **must be approved in advance** by the Dean and the Assistant Dean and are subject to applicable sections of the Academic Personnel Manual. Payments to individuals are subject to income tax reporting and visa restrictions.

## Honorarium Recipient Information

Name					
Address					
City		State		Zip	
Foreign Province		Country			
Phone		E-mail			

Yes No

UC Employee?	Where?	
California Resident?		
Foreign National?	Country and Visa	

**FOREIGN NATIONALS:** All foreign nationals without permanent residency must have a GLACIER record before receiving funds from the University. Please visit <http://controller.berkeley.edu/payroll/glacier-tax-compliance-system>

Course Number/Name or Event Title:

Date of Activity:

Amount of honorarium:

Business Justification: Provide an explanation of how payment benefits the School.

\*\*\*Please provide supporting documentation for non-class lecturer events: a flyer, announcement or email.\*\*\*

Chartstring:

Fund

Dept ID

Program

ChartField 1

ChartField 2

Requester's Printed Name

Requester's Signature

Date

Dean's Signature

Date

Assistant Dean for Administration's Signature Date