

School of Social Welfare – Honorarium/Gift 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/Gift 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>

Gift

Course Number/Name or Event Title:

Honorarium

Date of Activity:

Amount of honorarium/gift:

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