

Request for Payment of Honorarium

Email to UCSB NRS Campus Office

Payee's full name: _____

Payee's Social Security Number will be required.

Do not mail or email social security numbers. Call it into the NRS Campus Office.

Payee Mailing Address: _____

Amount of Honorarium: \$ _____ Cost Center: _____

Justification (include complete explanation of the service involved, including dates, titles and location of classes, etc.). Attach additional page if needed: _____

General Guidelines for Payment of Honorariums

According to UC Policy, an honorarium is compensation for a particular service (such as guest speaking, lecturing, conducting a workshop) and expenditures associated with such service.

- Before offering an honorarium, please obtain pre-approval from NRS MSO.
- UC staff and students may not receive an honorarium. Payment for services must be processed through the payroll system and reimbursement for travel must be processed via a travel voucher.
- UC faculty may receive both travel reimbursement and an honorarium, but only if the individual is on the payroll at less than 100% or is eligible for summer salary. Please contact NRS MSO in advance to see if these conditions apply. Staff and non-UC individuals may receive either an honorarium or reimbursement of travel expenses, but not both.
- In no case is the service to extend beyond 14 days per fiscal year. If the service will extend over 14 days, the individual must be hired via the payroll process.
- Rules differ for non-US citizens, so please check with MSO in advance if wish to offer an honorarium to someone who is not a US citizen.
- Payments from grant funds may have different rules, so be sure to check with your Contracts and Grants contact.
- Honorarium checks should be mailed directly to the payee or may be held by the accounting office for pick-up by the payee. If it is necessary to return such a check to the originating department, the payee must sign for the check when it is picked up. Federal and state taxes will be withheld as appropriate.

Reserve Director Approval: _____ Date: _____

Executive Director Approval: _____ Date: _____