

Honorarium/Gift Request Form

Honoraria payments **greater than \$1,000 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. For further information, please see <https://controller.berkeley.edu/financial-operations/accounts-payable/honoraria-guidelines>

Honorarium/Gift Recipient Information

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

Yes No

UC Employee?	Campus and ID Number	
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
Honorarium

Course Number/Name or Event Title:

Date of Activity:

Amount of honorarium/gift:

Business Purpose - Provide an explanation of how payment benefits the School:

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

Chartstring:

Fund

Dept ID

Program

ChartField 1

ChartField 2

Requester's Printed Name

Requester's Signature

Date

Erwin Chemerinsky,
Dean

Date

Shivani Bhatia,
Assistant Dean/ Chief Financial Officer

Date