

## Honorarium Request

*An honorarium is a payment granted in recognition of a special service for which custom or propriety forbids any fixed business price to be set. Honoraria can be paid to a person of scholarly or professional standing in conjunction with an academic activity at UCI. Full-time UCI academic employees are not normally eligible to receive additional compensation for activities related to their University duties.*

Please complete this entire document at least two weeks prior to the date of the presentation. If the form is incomplete or not submitted to the MSO two weeks in advance of the presentation, the payment may be delayed.

Faculty member's name making the request:

Speaker's first and last names (legal name):

Speaker's email address:

Does Speaker work at a UC?

Does the Speaker have any past or present UC affiliation?

If so, which campus?

If previously, when was their departure date (mm/yy)?

Host Location Contact Name

Host Location Phone Number

Host Location Email Address

Has Speaker presented at UCI in the past?

Topic to be presented:

Class or event name:

Class or event dates:

Class or event start time:

Class or event end time:

Enter the amount they are to be paid:

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This section filled out by MSO

Accounting Information:

KFS Account Number (ask MSO):

Sub Account (ask MSO):

Project Code (ask MSO):

Date received by MSO: