

**HONORARIUM REQUEST FORM**

**Recipient Information**

Full Name: \_\_\_\_\_ Sponsoring Faculty: \_\_\_\_\_  
 Title: \_\_\_\_\_ U.C. Employee? Yes No  
 Email Address: \_\_\_\_\_ Date Requested: \_\_\_\_\_  
 U.S. Citizen? Yes No If Foreign National - Country: \_\_\_\_\_  
 U.S. Permanent Resident? Yes No Note: If payee is a non-U.S. citizen, please contact  
 CA Resident? Yes No **Mahea Ayoso-Sadsad** at [mahea@history.ucla.edu](mailto:mahea@history.ucla.edu) or  
*For U.S. Citizens and Permanent Residents:* **Drew Soucie** at [drew@history.ucla.edu](mailto:drew@history.ucla.edu) prior to the event  
 • Attach [W-9 Form](#). date to facilitate tax compliance paperwork.  
 Mail to address (no work address or PO box allowed):  
 → \_\_\_\_\_

**Event Information (to be completed by sponsor)**

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
 Purpose of the Event (enter a detailed description of when, where, and why it was hosted; attach a flyer):  

Honorary Amount: \_\_\_\_\_

**----- Office Use Only -----**

	Acct	CC	Fund	Project	Sub	Object	Amount
FAU #1	_____	_____	_____	_____	_____	_____	_____
FAU #2	_____	_____	_____	_____	_____	_____	_____
Funding Source:	_____						

Fund Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that I have prepared for, participated in, and completed the event listed above. I certify that I have reviewed the completed Honorary Request Form in its entirety and all information contained within is true and accurate to the best of my knowledge.

Recipient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that I have reviewed the completed Honorary Request Form in its entirety and all information contained within is true and accurate to the best of my knowledge.

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE SUBMIT THIS FORM WITH THE NECESSARY DOCUMENTS TO HELP US EXPEDITE THE PAYMENT PROCESS. RETURN COMPLETED FORM TO MAHEA AYOSO-SADSAD ([MAHEA@HISTORY.UCLA.EDU](mailto:MAHEA@HISTORY.UCLA.EDU)) OR DREW SOUCIE ([DREW@HISTORY.UCLA.EDU](mailto:DREW@HISTORY.UCLA.EDU)) NO LATER THAN 5 DAYS AFTER THE EVENT.