PO # 1130

UCLA College | Social Sciences History

HONORARIUM REQUEST FORM

Clear

Recipient Information

Full Name: _____

Title: _____

Email Address: _____

U.S. Citizen? ☐ Yes ☐ No

U.S. Permanent Resident? ☐ Yes ☐ No

CA Resident? ☐ Yes ☐ No

For U.S. Citizens and Permanent Residents:

- Attach W-9 Form.

Mail to address (no work address or PO box allowed):

→ _____

Sponsoring Faculty: _____

U.C. Employee? ☐ Yes ☐ No

Have you received payment from UCLA in the past? ☐ Yes ☐ No

If Foreign National - Country: _____

Note: If payee is a non-U.S. citizen, please contact **Mahea Ayoso-Sadsad** at mahea@history.ucla.edu or **Khris Go** at khris@history.ucla.edu prior to the event date to facilitate tax compliance paperwork.

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):

Honorarium 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 Honorarium 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 Honorarium 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) OR KHRIS GO (KHRIS@HISTORY.UCLA.EDU) NO LATER THAN 5 DAYS AFTER THE EVENT.