

## HONORARIUM REQUEST FORM

### 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](mailto:mahea@history.ucla.edu) or**Khris Go** at [khris@history.ucla.edu](mailto: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):

Honarium 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 Honarium 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 Honarium 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 KHRIS GO ([KHRIS@HISTORY.UCLA.EDU](mailto:KHRIS@HISTORY.UCLA.EDU)) NO LATER THAN 5 DAYS AFTER THE EVENT.