

GUEST: HONORARIUM REQUEST FORM**Recipient Information**

Full Name: _____ Sponsoring Faculty: _____
 Title: _____ U.C. Employee? Yes No
 Email Address: _____ Have you received payment from UCLA in the past?
 U.S. Citizen? Yes No Yes No
 U.S. Permanent Resident? Yes No If Foreign National - Country: _____
 CA Resident? Yes No Note: If payee is a non-U.S. citizen, please contact
purchasing@history.ucla.edu prior to the event 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 purchasing@history.ucla.edu NO LATER THAN 5 DAYS AFTER THE EVENT.