

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 **Jay Jang** at jay@history.ucla.edu or **Drew Soucie** at
For U.S. Citizens and Permanent Residents: drew@history.ucla.edu prior to the event date to facilitate
 • Attach [W-9 Form](#). 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 JAY JANG (JAY@HISTORY.UCLA.EDU) OR DREW SOUCIE (DREW@HISTORY.UCLA.EDU) NO LATER THAN 5 DAYS AFTER THE EVENT.