



UNIVERSITY OF  
ARKANSAS

## Honorarium Form

A true Honorarium is a complimentary payment made to an individual in lieu of a service fee, for services which traditionally do not require a Purchase Order. Honorarium is NOT a negotiated or charged fee, nor a written agreement or contract.

**Date of service\*:**

**Department:**

*\*Date of service must match Invoice/Accounting Date*

**Request payment of an Honorarium to:**

*Name:*

*Supplier Number\*:*

*Address:*

*Country:*

*Vendor Type (check one):*

☐

Domestic

☐

Foreign\*

*\*Supplier information MUST match what is listed in Workday*

*\*If foreign is checked MUST also attach documentation from Non-Resident Taxation Coordinator and Wire Transfer Form*

**Payment Due (USD):**

**Purpose of Honorarium:**

**Requested by:**

Name:

Title:

Email:

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Signature