



Honorarium Form

Honorarium is a complimentary payment made to an individual in lieu of a service fee, for services which traditionally do not require a PO.

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*

Compensation Due for Service (USD):

Purpose of Honorarium:

Requested by:

Name:

Title:

Email:

Signature