

HONORARIUM REQUEST FORM

University of California, Davis
Languages and Literatures <https://langlit.ucdavis.edu/>

--This description of service must be completed by the hosting faculty--

Hosting Faculty's Name: _____

Hosting Department: _____

Open to the public lecture *or*

In-Class lecture for Class number (e.g. SPA 170): _____

Guest Speaker's Name: _____

Guest Speaker's Email: _____

Lecture Title or Topic:

Date(s) of service (date of lecture or class visit): _____

Proposed Honorarium Amount: \$ _____

Account to charge: _____

-----Department Chair Authorization-----

Hosting Department Chair's Name: _____

Signature: _____

Date: _____

-----*This section should be completed by the person receiving an honorarium*-----

Name (must match bank account exactly in the case of a wire transfer payment):

Phone Number: _____

Mailing Address:

Desired payment method:

Check

Foreign Wire Transfer

If you are a University of California employee, please answer the following:

Which UC do you work for? _____

What is your home department? _____

Who is the best payroll contact in your home department (Name/Email)?

Are you a U.S. citizen?

Yes

No

Please note that U.S. tax laws require UC Davis to collect information from non-U.S. citizens to determine their tax status. Our tax system, GLACIER, helps foreign individuals and UCD collect, store, and print forms required by law. **If you are not a U.S. citizen, you must complete the requested information in GLACIER.** If you have questions about GLACIER, please email afs-trcmail@ucdavis.edu. (GLACIER records are processed by central accounting staff, not Languages & Literatures.)
