

## **Honoraria**

A fee paid in appreciation for a service provided by an individual who is invited to make a presentation on the campus on a specific topic identified by the appointing authority.

The individual customarily is invited to make the presentation because the transmittal of such knowledge or information meets a defined campus need.

An honoraria is not paid for:

- (1) consulting services
- (2) service agreements
- (3) student assistants, or
- (4) services of personnel (personnel must be hired through normal recruitment or temporary help procedures).

## **Honorarium Requirements**

Requisition must be submitted at least 12 working days prior to the presentation to purchasing with:

- (1) Invoice
- (2) Vendor Data Record
- (3) Foreign Vendor - W8 Form

The Invoice is to be obtained from the Company. The Vendor Data Record and the Foreign Vendor – [W8 Form](#) can be obtained from the Accounting Office and is also located in the University Forms Section of this manual.

If the amount is less than \$5,000, no Standard Agreement (contract) is required. Purchasing will consider all such requisitions as "Incidental" purchases.

If the amount is \$5,000 or more, Purchasing must prepare a Standard Agreement (contract) with the individual or company involved.

A Non-Resident providing a service in California is subject to 7% State withholding.

Please allow the Accounts Payable staff 5 - 10 working days to process payments due on the day of the lecture. If paper work is not received in time for payment processing, the lecturer will be paid after the fact.