

Honorarium & Guest Speaker Fee

**Do you have an event
and you plan to pay
your guest/speaker?**

Here's what you need to know.

FIRST and MOST IMPORTANT reminder

**Connect with your fund manager to
identify if the funding you have in mind
allows this expense**

Second:

Is it an HONORARIUM or is it a GUEST
SPEAKER FEE?

Honorarium?

- Payment is not planned and not previously discussed with the guest/speaker/lecturer
- Not allowed on federal funds unless specifically stated by a contract or grant
- Object Code 7900
- **Processed as direct payment**
- Invoice is not needed
- Submit 30 days prior if you want to receive payment on the day of the speaking engagement
- Can be submitted less than 30 days if okay to receive payment after the engagement.
- Vendor onboarding: same process; encourage to register on PaymentWorks with ETF rather than paper check

Guest Speaker Fee?

- Payment is planned and/or discussed with the guest/speaker/lecturer
- Do not need independent contractor paperwork, only a quote/Statement of work
- Object Code 3345
- **Processed as purchase order** (Services category in Purchase Request Form)
- Need to be submitted before hand with enough time for processing and approval. At least a month before date of event.
- Invoice must be submitted – usually submitted by the vendor right when services are rendered, but can be submitted before if early payment is required
- Vendor onboarding: same process; encourage to register on PaymentWorks with ETF rather than paper check

Once ready to submit your request, please use the correct form

You can find this form in the IoES website under Administrative Resources: Honorarium

<https://www.ioes.ucla.edu/administrative-resources/>

UCLA Institute of the Environment & Sustainability

Honorarium Request Form

Updated 3.1.26

Notes:

Please submit request at least 30 days prior to date of event.

Only complete forms will be processed by the purchaser.

REQUEST & EVENT INFORMATION

Have you informed the speaker if they will receive a fee?

YES

NO

Are you using federal funds to pay for this fee?

YES

NO

Do you want the speaker to receive the fee on the date of the event?

YES

NO

Event/ Talk Title:

Event Date:

Event Location:

Host's Name:

JUSTIFICATION (Why did you select this speaker and what are the benefits to the university?)

PAYEE INFORMATION

Name:

Email:

Home Address:

US Bank Account #

If no US Bank Account, we will contact you directly

FUNDING & APPROVAL

Requestor:

PI (if different from requestor):

Fund Manager:

FAU:

Reminders

- Please note that vendor setup could take 3 weeks for local vendors
- International vendors can take longer

PLEASE PLAN AHEAD!

Submit requests to:
purchasing@ioes.ucla.edu