

Honorarium & Guest Speaker Fee

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

Here's what you need to know.

Step 1: Connect with your fund manager to identify if the funding you have in mind allows this expense

Step 2: Identify if you're paying an HONORARIUM or 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 you have confirmed funding and identified method of payment, send the following information to purchasing@ioes.ucla.edu at least 30 days prior to the event:

- Have you informed the speaker if they will receive a fee? Y/N
- Are you using federal funds to pay for this fee? Y/N
- Do you want the speaker to receive the fee on the date of the event? Y/N
- Event/Talk Title
- Event Date
- Event Location
- Justification (what are the benefits of this event to the university?)
- Name of Payee
- Email of Payee
- Mailing Address of Payee
- US Bank Account # of Payee
- FAU