

# LAWRENCE HALL OF SCIENCE

## Honorarium Request Form

Date:	Requester's Name:	Requester's Dept:	
Recipient Name:		UC Vendor #:	
Is the recipient a UC Employee?	If yes, list UC Campus:	Is the recipient a CA resident?	Yes      No
*Yes	*If yes, <b>go no further.</b> Please consult with Jasmine Lopez on the appropriate form to use.	<b>If no, have the vendor complete the CA587 form. (Note: Do not upload this form to BearBuy, as it contains sensitive data.)</b>	
No			
Is the recipient a Foreign National?	<b>NOTE:</b> All foreign nationals without permanent residency must have a GLACIER record before receiving funds from the University. Please visit the following link to obtain a Glacier form: <a href="http://www.berkeley.edu/search?q=glacier+form">http://www.berkeley.edu/search?q=glacier+form</a>		Glacier Form Completed?
Yes      NO			Yes      No
If No, skip to Business Reason			
Business Reason:			
Is the appropriate supporting documentation attached? (Invitation & Acceptance)      Yes      No			
Charging a C&G ? If yes, list budget line item:		Yes      No	<b>If non C&amp;G, is this expense approved for FY25/26? YES      NO</b> <b>If not, attach explanation how your budget will cover this expense.</b>
Date(s) of activity:		Amount of honorarium:	

Chart of Accounts:					
ACCOUNT	FUND	DEPT ID	PROGRAM	CF1	CF2

APPROVALS:	PRINTED NAME:	SIGNATURE APPROVAL:	DATE:
Financial Analyst (Budget Approver)			
PI/Project Director			
Department Approver	Florencia Ramos, Deputy Director, LHS or Amanda Poon, LHS Budget Officer		
Unit Director	Rena Dorph, LHS Director		

NOTE: PRIOR EXCEPTIONAL APPROVAL REQUIRED BY THE VCR IF HONORARIUM EXCEEDS \$10,000	SIGNATURE APPROVAL:	DATE:
Vice Chancellor for Research	Katherine A Yelick	

**NOTE:**

- The Maximum honorarium rate for non-University employees is \$10,000
- Payments to non-UC employees must be paid via BearBuy
- Payments to non-UC employees must be paid from non-state funds and must be an allowable expense on the contract, grant or non-state funding source.