

## HONORARIUM EXCEPTION REQUEST FORM FOR **NON UC EMPLOYEES**

(for HON payments of \$1501 to \$3000)

<b>Name of Payee:</b>	
<b>Date &amp; Location of Event:</b>	
<b>Dollar Amount:</b>	(may NOT include additional compensation to cover taxes, except as appropriate for nonresident alien (NRA))
<b>Description Of Activity/ Justification for exception:</b>	

<b>Preparer:</b>	Print name	phone/email	
<b>Department Authorizer:</b>	Print name	signature	date
<b>VPAA Approval:</b>	Print name	signature	date

**Instructions for submitting HON for NON UC Employees:**

1. Review the UCSF honoraria policy to determine if the activity and payment meets the criteria.
2. Complete the information in the boxes above; once completed you may route the form directly to the Manager of Academic Affairs (Box: 0652) for approval.
3. Once the approved form is returned to you, attach the form to your check request and forward to accounting. If you are submitting the payment via Bearbuy, you may upload this approved form into Bearbuy as an attachment.

### GENERAL HONORARIUM GUIDELINES

**Website:** <http://policies.ucsf.edu/policy/300-29>

**Eligible for HON payment:** University Faculty, University non-faculty academics, non-University employees

**Ineligible:** University staff

**Types of activities for which honoraria may be paid:**

- a special lecture or short series of such lectures;
- conducting a seminar or workshop of no more than two-weeks duration;
- serving as guest speaker at a commencement exercise or other similar function;
- appraisal of a manuscript for the University Press, or an article to be submitted to a professional publication;
- exceptional requests for distinguished teaching or special service.

**Types of activities for which honorarium may NOT be paid:**

- Independent consulting, faculty consulting, performance fees, and professional services
- Additional compensation for summer session teaching, University Extension teaching or correspondence courses, or extramurally-funded research - these activities are covered by the [Academic Personnel Manual](#), Sections [661](#), [662](#), [663](#), and [667](#).

HON Payment request	Approval Required UCSF Employee	Approval Required Non-UC Employee	Approval Required Multilocation one time payment (UC home or host)
Up to \$1500*	Departmental approval only, send to HR service center (HRSC) for keying	Departmental/HRSC approval only, send to accounting via Bearbuy or check request	Department/HRSC sends <a href="#">UPAY 644-C-T</a> to VPAA for approval
\$1501 up to \$3,000**	Department/HRSC sends one-time payment form to VPAA for approval	Department/HRSC sends HON exception request form to VPAA for approval	Department/HRSC sends <a href="#">UPAY644-C-T</a> to VPAA for approval

\* The maximum rate for honorarium payments is \$1,500 per event. Honorarium payments above the maximum allowable up to \$3000 must be approved by the Vice Provost—Academic Affairs

\*\* In rare circumstances honorarium payments over \$3,000 will be reviewed, on a case by case basis.