



**HONORARIUM PAYMENT REQUEST FORM**

Honorarium payments are for **non –Suffolk employees** who are invited on a **one-time** basis to address a class, provide a lecture, participate in a presentation or panel discussion, critique student work, judge a competition, or advise on a thesis. These individuals should have **no responsibility for teaching and payment may not exceed \$1,000**. Amounts in excess of this may require an Independent Contractor Agreement. Please contact the Office of General Counsel in this regard. In order to process payment for an honorarium including travel expenses, the following information is required:

**1. Provider Contact Information:** *please make sure they are already in Workday as Supplier*

|                 |               |
|-----------------|---------------|
| <b>Name:</b>    |               |
| <b>Address:</b> |               |
| <b>Email:</b>   | <b>Phone:</b> |

**2. Engagement Details:** *please upload PDF Event Flyer if applicable*

|  |                    |
|--|--------------------|
| <b>Date/Time:</b>                          | <b>Department:</b> |
| <b>Services Provided:</b>                  |                    |
| <b>Course/Event Title (if applicable):</b> |                    |
| <b>Location:</b>                           |                    |

**3. Payment:**

|   |   |
|---|---|
| <b>Honorarium Amount (not to exceed \$1,000):</b> | <i>If expenses are to be reimbursed, please use the <b>Expense for Non-Worker process</b> so the tax reporting is accurate.</i> |
| <b>Faculty/Staff/Department requesting</b>        |   |