



SUFFOLK UNIVERSITY BOSTON

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:

Name:	
Address:	
Email:	Phone:
Status: US Citizen (<i>attach a completed W-9</i>) <input type="checkbox"/>	
Non-U.S. Citizen (<i>contact Business Office 2 weeks prior</i>) <input type="checkbox"/>	

2. Engagement Details:

Date/Time:	Department:
Services Provided:	
Course/Event Title (if applicable):	
Location:	

3. Payment:

Honorarium Amount (not to exceed \$1,000):	Expense Total (if covered): (Attach Receipts)
Budget #:	

Approval must follow the University Payment and Procurement Authorization Policy.
<http://www.suffolk.edu/explore/60279.php>

Requestor Signature: _____ Date: _____

Print Name: _____

Approver Signature: _____ Date: _____

Print Name: _____