

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

(for HON payments of \$2501 to \$5000)

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

Preparer:	Print name	phone/email	
Department Name:			
Department Authorizer:	Print name	signature	date
VPAA Approval:	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.

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 \$2500*	Departmental approval only, send to HR Shared Services (HRSS) for keying	Departmental/HRSS approval only, send to accounting via check request	Department/HRSS sends UPAY 644-C-T to VPAA for approval
\$2501 up to \$5,000	Department/HRSS sends one-time payment form to VPAA for approval	Department/HRSS sends HON exception request form to VPAA for approval	Department/HRSS sends UPAY644-C-T to VPAA for approval

*The maximum rate for honorarium payments is \$2,500 per event. Honorarium payments above the maximum allowable up to \$5000 must be approved by the Vice Provost—Academic Affairs.