



**BRIGHAM YOUNG UNIVERSITY – HAWAII  
HONORARIUM REQUEST**

**Honorarium** is a nominal non-negotiated gift for services. An honorarium is a "thank you" gift to a guest speaker, performer, or other individual who, at no charge, provides a service to the university. It is a token payment, a tangible gesture of appreciation. Examples of services for which an honorarium may be given include, but are not limited to:

1. A special classroom lecture or short series of such lectures by an external party
2. Conducting a seminar or workshop or other special services.
3. Serving as guest speaker at an educational event or other similar function.
4. Participating as a guest speaker at outreach events.

**SECTION 1: GENERAL INFORMATION**

Name of Individual		Requesting Department	
Workday Supplier ID		Fund	Cost Center
Is this person: (check one)		Spend Category	
<input type="checkbox"/> US Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-resident Alien		H: Honorarium (5130)	
Type of Service		Date of Service	

**SECTION 2: PAYMENT**

Send check to	Amount to be paid
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**Description of Service [MUST indicated the type of service(s) provided.]**

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**SECTION 3: FORMS/APPROVALS/SIGNATURES**

Dean/Dept. Chair/Director	Financial Services Director/Controller	Vice President <i>[if request is over \$1,000]</i>
Date:	Date:	Date:

**SECTION 4: COMPLETE THE FOLLOWING FORMS/INFORMATION [Only for first time payment requests]**

<input type="checkbox"/> W-9 Tax Form	<input type="checkbox"/> W-8BEN Tax Form for international payees
<input type="checkbox"/> Vendor Add Form	<input type="checkbox"/> Provide a description of the service

**SECTION 5: FINAL APPROVAL/ AUTHORIZATION SIGNATURES FOR PAYMENT**

Human Resources:	Date:	Date submitted to Financial Services: