



**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

Requesting Department		
Name of Individual	U.S. Taxpayer Identification Number	
Is this person: (check one)	Account Number	
<input type="checkbox"/> US Citizen <input type="checkbox"/> Non-resident alien <input type="checkbox"/> Resident Alien		
Type of Service	Date of Service	

SECTION 2: PAYMENT

Send check to:	Amount to be paid:

Description of Service [MUST indicate the type of service(s) provided.]

SECTION 3: FORMS/APPROVALS/SIGNATURES

Dean/Dept. Chair/Director	Materials Management Director	President's Council [if request is over \$1,000]
Date:	Date:	Date:

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

W-9 Tax Form W-8BEN Tax Form for international payees
 Vendor Form Provide a description of the service

SECTION 5: FINAL APPROVAL/AUTHORIZATION SIGNATURES FOR PAYMENT

Human Resources:	Date:	Date submitted to Financial Services: