



HONORARIUM REQUEST FORM FOR SPEAKERS

****Please submit request 4-6 weeks prior to event.****

Date of Request: _____

Name of Speaker: _____

Event Date: _____ to _____

E-mail Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

U.S. Citizenship status? U.S Citizen Permanent Resident (green card holder) Non-Resident Alien

If you selected Non-Resident Alien, an account will be established in GLACIER and an email will be sent to you. The email will include a temporary UserID and Password that will allow access to the GLACIER system. GLACIER will then prompt you to answer a series of questions. Once completed, GLACIER will provide instructions on how to complete the registration process. Additionally, GLACIER will identify whether any payments will be subject to income tax withholding.

Is the speaker a UC Employee? Yes No

If yes, please provide a contact name and email for the speaker's campus/home dept.: _____

****Please attach flyer/backup for event****

Amount of Honorarium: \$ _____ (If greater than \$2,000.00 please contact us immediately.)

Please note: the honorarium check will be mailed to the speaker's address after the event date, unless otherwise requested.

AUTHORIZING SIGNATURE

DATE