

# Approval for Honoraria Form

**Definition of Honoraria:** An honorarium is a token of appreciation paid to an individual for services performed for which payment is not required. The services involved vary, but are generally associated with oral presentations made at University-sponsored functions. The arrangement between the individual and the University is informal. It does not involve a contract, and invoicing is not required. Honoraria seldom exceed \$2,000. In the rare instance where an honorarium exceed \$2,000, prior approval by the Dean or Vice President is required. University of Virginia faculty and staff **cannot** receive honoraria from the University.

**Process:** The recipient may not set the amount of the honorarium. The department should process the transaction as a Supplier Invoice Request in Workday. The payee must be registered in PaymentWorks. If reimbursement for travel expenses is sought, a separate Supplier Invoice Request must be submitted - please see the procedures for Non-Employee Travel Reimbursement. **Procurement Services Accepts Electronic Signatures.**

**Submitting this Form:** Once you have completed this form, save it your PC, then attach the saved document to the Supplier Invoice Request in Workday. A hard copy of this form with the appropriate signatures must be kept on file within the department.

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## Recipient Information

Recipient Full Name:

Recipient Organization:

Recipient Address & Email:

## Honorarium Information

Date of Event:

Honorarium Amount:

Purpose for Honorarium:

Worktag:

## Approvals

Authorized Approver's Signature:

Checking this box certifies that the Supervisor or Authorized Approver's Signature has been placed on the form, either electronically or in hard copy, to be retained by the department:

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## Additional Approvals

### For honoraria greater than \$2,000

Dean/Vice President's Signature:

Checking this box certifies that the Dean/Vice President's Signature has been placed on the form, either electronically or in hard copy, to be retained by the department:

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### For honoraria to foreign nationals

Foreign nationals with B1, B2, WB, or WT Visas must read the following information and sign below:

I hereby certify under the penalties of perjury that I am the holder of a B1, B2, WB, or WT visa, AND I am being paid for usual academic activities conducted at the University of Virginia for a period of no more than nine (9) days. I also certify that I have not accepted honoraria payment(s) or reimbursement(s) for expenses from more than five (5) US institutions or organizations in the past six (6) months.

Foreign National Payee Signature:

Date (mm/dd/yyyy):

Checking this box certifies that Foreign National Payee's signature has been placed on the form, either electronically or in hard copy, to be retained by the department:

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