UCDAVIS
Supply Chain Management

Disbursement Voucher Payment

Honoraria (non-employee) (HON)

The Honoraria (HON) payment is used for nominal, non-negotiated payments to individuals for participation in a scholarly or academic event benefiting the mission of the University and in accordance with PPM 380-76.

Honoraria payments are allowed for the following purposes:

1. Providing a special lecture or short series of lectures of an academic nature.
2. Participation in a seminar or workshop as a speaker, panelist, or as a member of a volunteer board or committee, that furthers the mission of the University.
3. A speaking engagement.
4. Appraisal of a manuscript for the University Press or an article submitted to a professional publication.

Vendors, businesses, and UC employees are not allowed to receive Honoraria using this type of payment document. Furthermore, negotiated payments should be processed on a service agreement through Contracting Services.

Please review of the following resources and policies:

https://ucdavispolicy.ellucid.com/documents/view/579
https://academicaffairs.ucdavis.edu/apm/666.htm

Additional information:

- Payee SS# and Payee Permanent Home Address must be entered on the vendor table (NOT on document or form).
- Payments to Foreign Persons - Payee SS# or ITIN# and Payee permanent home address must be entered on the vendor table. Additionally a W-7 form, W8-BEN or Form 8233 (federal tax exception per tax treaty), and for B1/B2/WB and WT visa holders a Certificate of Academic Activity form is required.
- Honoraria to UC employees must be paid through PPS as a one-time payment.
- These disbursements will be taxable to the recipient.

Questions about Kuali? Please contact the FIS Help Desk (fishelp@ucdavis.edu)
Questions about a payable? Please contact the Accounts Payable office (aphelp@ucdavis.edu)
Form version 06.21.18

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The following steps should be completed *prior* to submitting your document in Kuali:

1. Complete the requested information below.
2. Save the completed form as a PDF (or print/scan to PDF).
3. Under the Notes and Attachments tab, attach the PDF version of the completed form to the Kuali document, selecting Supporting Documentation as the attachment type.

Requested Information

Kuali Document Number
(example: 31527904)   _____

Payee Full Name
(example: John Doe)   _____ (First)

                             _____ (Last)

Payment Amount
(example: $1500.00) $ _____

Date of Service   _____

Purpose of Payment   _____

NOTE: This form is only required when alternative supporting documentation is not available.