

## ACCOUNTS PAYABLE REQUEST

### HONORARIUM PAYMENTS FOR NON-EMPLOYEES

---

Allowable Payments include, but are not limited to:

- A special lecture or short series of such lectures.
- Conducting a seminar or workshop of no more than 2 weeks.
- A musical demonstration related to Music Department instruction.
- A guest speaker
- Appraisal of a manuscript for the University Press.
- Appraisal of an article to be submitted to a professional publication.

Custom or propriety forbids any fixed business price to be set. Honorarium payments to non-employees should use this form and be processed in KFS on a DV using the Honorarium reason code.

*Honorarium payments to employees must be processed through payroll as a one-time payment after receipt of approval in accordance with campus policy. Refer to APM-UCD 666 for policy for academic employees.*

---

Payee Name \_\_\_\_\_

Payee Address \_\_\_\_\_

Payee Email \_\_\_\_\_

Service Date \_\_\_\_\_

Payee Phone # \_\_\_\_\_

Amount \_\_\_\_\_

Purpose of Payment \_\_\_\_\_

---

Account # \_\_\_\_\_

Account # \_\_\_\_\_

I certify this payment is in compliance with PPM 380-76.

Account Manager Signature \_\_\_\_\_

Unit Head/Director Signature \_\_\_\_\_

---