

HONORARIUM PAYMENT REQUEST
Payroll Services

INSTRUCTIONS TO ORIGINATOR:

Is the Presenter/Lecturer a current CSUEB Employee? Please note this excludes University Extension Faculty.

- Yes- If the amount is over \$500 forward Staff requests to the AVP of Human Resources and Faculty requests to the Provost for approval prior to the event. If \$500 or less forward directly to Payroll Services.
- No – Do not complete this form. Complete Accounts Payable forms Vendor Data Record AND Short Term Limited Scope to request payment.

SECTION I: PAYMENT INFORMATION

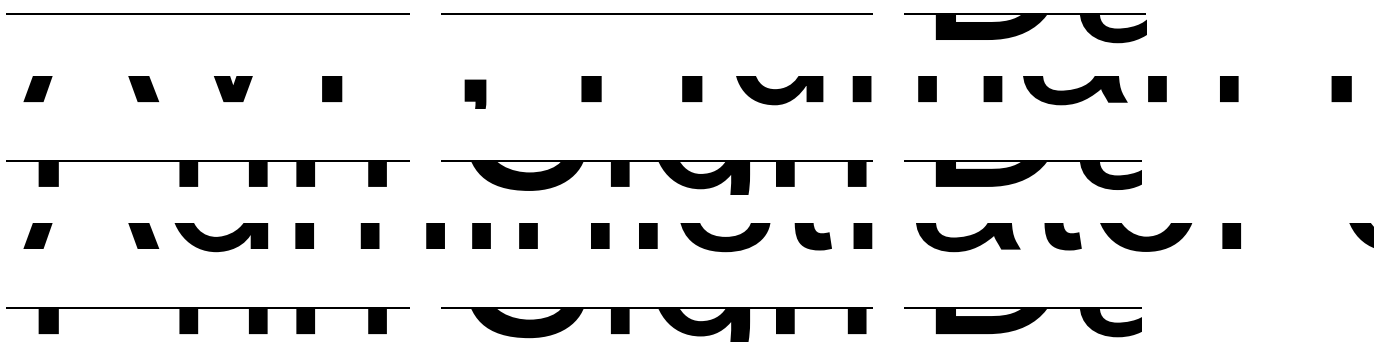
Name of Recipient: _____ Employee ID: _____ Dept ID: _____

Payment Charged to: _____
Account Fund Dept. ID Class Project ID

Amount: \$ _____ College: _____

Department/Project: _____

Date & Location of Event: _____



Payroll Office Use Only

Pay Period:

SSN:

