

Controller's Office Honorarium Payment Form

Complete the form below in full and attach to Payment Request in PeopleSoft.

Per policy FINA 2.13

An honorarium is:

- Made directly to an individual with a scholarly or professional standing
- Intented to show good will and appreciation for voluntary service to USC
- Involve one-time, non-recurring activities (e.g. guest lecture, panel discussion participation)
- Performed voluntarily

An honorarium is not appropriate when:

Legal Name

- The amount or timing of payment is negotiated and agreed-upon between parties
- When associated with a charged fee, invoice, or contract

Honorarium payments should be \$5,000 or less. If honorarium payment greater than \$5,000 is requested, approval below is required along with a justification memo outlining reason for greater than normal honorarium amount

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ude date and event information):	
(if payment amount is greater than \$5,000):	
(if payment amount is greater than \$5,000):	
	lude date and event information):

^{**}Department approver and requestor must be different