

Virginia State University HONORARIUM PAYMENT REQUEST

Date: _____

Purchase Order No: _____
(Required)

Amount: \$ _____

(School, Department or Activity)

(P O Box)

Justification/Approved contract/MOU attached: Yes No

Have services been rendered: Yes No

Period services were rendered: From _____ To _____

Is the Payee a current VSU Employee: Yes No

(Employees are not eligible for Honorarium Payment)

Payee Name: _____

Social Security #: XXX-XX- _____
(Last 4 Digits)

Mailing Address: _____

Requested By: _____
(Grant PI or Responsible Party)

Approved By: _____
(School Dean or Vice President)

Honorarium *A payment made without the payer (VSU) having to recognize any liability or legal obligation, made to a person for their services in a volunteer capacity or for services for which fees are not traditionally required. An Honorarium is traditionally used to pay guest speakers to cover thier travel accomodations and/or preparation time.*