

(Revised 3/2013)

# 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)

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_  
(School Dean or Vice President)

Date: \_\_\_\_\_

**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.