



Complete this form to request an honoraria payment. Ensure compliance with Columbia’s [Honoraria Policy](#) and related policies. Attach proof of the event along with any pertinent documents. Save as a PDF document using the specified naming format and submit it to the designated payment requests folder for payment processing.

Recipient Information

Full Name

Email

Address

City, State, Postal Code

Country

Engagement Details

Description of Engagement (e.g., specific event, lecture, panel or activity)

Role/Contribution (e.g., keynote speaker)

Date(s) of Service

Honoraria Amount

Accounting Codes or SpeedChart

SpeedChart Description

Foreign Individual

Honoraria eligibility for nonresident aliens is based on their immigration status, in accordance with tax and immigration regulations. Select the appropriate checkbox and, if applicable, enter the immigration status:

Recipient traveled to the United States, and their visa type/class is:

Recipient did not travel to the United States

By signing this form, I confirm that I have reviewed the chart of [Allowable Payments by Visa Type](#) and verified the recipient’s eligibility based on their immigration status. I acknowledge the recipient is subject to a 30% withholding on the honoraria payment, unless reduced or exempted by a tax treaty, or if the recipient did not travel to the United States.

Department Contact

Submitted By

Phone Number

Department Name

Date Created

Digital Signature

Adobe Digital ID or DocuSign ID

Expense Reimbursement

Honoraria may include expense reimbursements in compliance with the [Travel Expense Policy](#). Please note that alcohol and expenses exceeding policy thresholds are not reimbursable. The [Honoraria Expense Reimbursement Form](#) must be completed and attached to this request, along with itemized receipts, proof of payment, and an [Oanda Currency Conversion](#) for each foreign currency expense.