



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

<b>Sofia Rosa Parra</b> Full Name	<b>sofiasemail@gmail.com</b> Email	
<b>Carrera 8 No. 12</b> Address	<b>Bogota, 110223</b> City, State, Postal Code	<b>Colombia</b> Country

Engagement Details

<b>Provide insight on constitutional rights and legal interpretations lecture series</b> Description of Engagement (e.g., specific event, lecture, panel or activity)		
<b>Guest lecturer</b> Role/Contribution (e.g., keynote speaker)	<b>02-14-2025</b> Date(s) of Service	<b>\$ 250.00</b> Honoraria Amount
<b>55ABC124</b> Accounting Codes or SpeedChart	<b>Law Constitutional Rights Lecture</b> 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: **R B1 / B2**
- 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

<b>Tim Connelly</b> Submitted By	<b>212-854-1234</b> Phone Number
<b>Law Center for Constitutional Studies</b> Department Name	<b>03-05-2025</b> Date Created

Tim Connelly Digitally signed by Tim Connelly Date: 2025.03.05 16:39:50 -05'00'

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.