

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

**Sofia Rosa Parra**

Full Name

**sofiaseemail@gmail.com**

Email Address

### Engagement Details

**Provide insight on constitutional rights and legal interpretations lecture series**

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

**Guest lecturer**

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

**02-14-2025**

Date(s) of Service

**\$ 250.00**

Honoraria Amount

**55ABC124**

Accounting Codes or SpeedChart

**Law Constitutional Rights Lecture**

SpeedChart Description

### Foreign Individual

Payment eligibility for foreign individuals is determined in accordance with U.S. tax and immigration regulations. Select the appropriate option:

☒ 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 that the payment is subject to U.S. tax withholding unless reduced or exempt under a tax treaty, or if the vendor did not travel to the U.S. or performed services outside the U.S.

### Department Contact

**Tim Connelly**

Submitted By

**212-854-1234**

Phone Number

**Law Center for Constitutional Studies**

Department Name

**03-05-2025**

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.