



**Controller's Office  
Honorary Payment Form**

Complete the form below in full and attach to Payment Request in PeopleSoft.

Per policy FINA 2.13, an honorarium is:

- Made directly to an individual with a scholarly or professional standing
- Intended to show good will and appreciation for voluntary service to USC
- Involve one-time, non-recurring activities (e.g. guest lecture, panel discussion participation)
- Performed voluntarily

An honorarium is not appropriate when:

- The amount or timing of payment is negotiated and agreed-upon between parties
- When associated with a charged fee, invoice, or contract

Honorarium payments should be \$5,000 or less. If an honorarium payment greater than \$5,000 is requested, approval below is required along with a justification memo outlining the reason for a greater than normal honorarium amount.

Legal Name: \_\_\_\_\_

Mailing Address Line 1: \_\_\_\_\_

Mailing Address Line 2: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

PeopleSoft Supplier ID: \_\_\_\_\_

Amount: \_\_\_\_\_

Requestor or Department Contact: \_\_\_\_\_

Description of Payment (*include date and event information*):

Department Head Approval (if payment amount is greater than (\$5,000):

Department Contact: \_\_\_\_\_

Department Head  
Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_