



**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 honorarium payment greater than \$5,000 is requested, approval below is required along with a justification memo outlining reason for greater than normal honorarium amount

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

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

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

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

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

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

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

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

**Department Approver**

**Signature:** \_\_\_\_\_

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