

**BROWN UNIVERSITY
HONORARIUM PAYMENT FORM**
(Use for guest speakers in an amount of \$5,000 or less)

INSTRUCTIONS

This form is used to pay an honorarium to an individual guest speaker for no more than \$5,000. Please ensure the guest speaker is registered as a miscellaneous payee in Workday prior to processing their payment. A new guest speaker/miscellaneous payee can register [here](#).

Please note:

- To complete for Guest Speakers who are US Residents: please attach this form to the Workday Miscellaneous payment request.
- To complete for Guest Speakers who are Foreign Nationals: please complete this form and report travel and visa information in [Sprintax](#) so that the Controller's Office can determine if payment is eligible for a tax treaty benefit. Attach this form to the Workday Miscellaneous payment request.
- Brown employees cannot be paid honorariums. If applicable, a one-time payment can be made through Workday instead.

Is the speaker a Foreign National?

US Resident?

Name:

Permanent/Home Address:

Address #1:

Address #2:

Address #3:

Country:

Local Address(If Different):

Address #1:

City/State/Zip:

Address #2:

Location of Services:

Description of Engagement (please include business purpose):

Speaker Payment Amount:

Speaker Expenses Total: *

Grand Total for Speaker Payment and Expenses:

Date(s) of Services:

Worktags

Optional worktag #1:

Cost Center:

Optional worktag #2:

Grant:

Optional worktag #3:

Spendable Gift:

Optional worktag #4:

Endowment:

***Any expenses being reimbursed, require original receipts. See [Travel Policy](#)**