

# Environmental Sciences - Request for Honoraria Form

**Per UVA policy FIN-002, "Payment for Academic Services"** An Honorarium is a token of appreciation paid to an individual for services performed for which payment is not required. The services involved vary but are generally associated with oral presentations made at University sponsored functions. This is an informal arrangement without contract or invoicing. **Policy FIN-014 governs "Honorarium Payments to Non-Employees Including Short-term, Non-Immigrant Alien Visitors"**. Link - [Fin-014](#)

Send completed form to administrative staff in the Environmental Sciences office for processing. Please provide at least 2 weeks lead time.

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## Requestor Information

Name

E-mail Address

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**Recipient Information** (note: *employees of UVA or a government agency may not receive an honorarium*)

Recipient full legal name

Recipient Organization ( list N/A if not applicable)

Recipient Address

All Foreign nations with B1, B2, WB, or WT VISA must complete signature block on "Approval for Honoraria" form. See [FIN-014](#)

Is Recipient a Foreign National?	yes
	no

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## Honorarium Information

*Amounts over \$2,000 require signature & approval by A&S Dean.*

Date of Event

Amount

PTAO

Purpose of Honorarium