

**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. See [Supplier Management](#) for more information.

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:**

**Endowment:**

**Optional worktag #4:**

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