Who will receive the honorarium?

Foreign Individual

- Fill in Dept. honoraria form
- Does he/she have SSN or ITIN?
  - No
    - Tell him/her to get an ITIN (email glacieradmin@berkeley.edu for help). Can take up to 2 months.
  - YES
    - Vendor Info Needed
      1. Mailing Address
      2. ITIN or SSN
    - Finance sends Glacier request
    - Glacier sends foreigner email to create record
    - Event Occurs
    - We need copies of I94, visa stamp, passport name page
    - Tell Finance to process honorarium
    - Process in BearBuy (One week to pay)

Other UC Campus Individual

- Fill in Dept. honoraria form
- Tell other UC to type in their portion of UPAY Form
- Finance fills in our portion of UPAY Form
- Event Occurs
- Tell Finance to process honorarium (Chair approves up to $1000)
- UPAY goes to our Dean, our APO, then to Other UC (Two months to pay)

All others

- Fill in Dept. honoraria form
- Vendor Info Needed
  1. Mailing Address
  2. SSN
- Event Occurs
- Tell Finance to process honorarium
- Chair approves up to $1000. Dean approves above $1000
- Process in BearBuy (One week to pay)