

Honorarium for UW Employees

Program Information

Program Name	
Term & Year	
Program Director Name	
Email Address	

Employee Information

Name	
Home Department	
Email Address	

Dates of Service

Start Date (mm/dd/yyyy)		End Date (mm/dd/yyyy)	
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Nature of Service

Include details of service, how it benefits the program, location of where the services will be rendered

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Amount for Service

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Service Fees and Payment Terms

Payment will be made in accordance with UW payment policies as a University of Washington employee through the UW Payroll system. Study Abroad F&A will work with the department administrator to facilitate this payment.

Signature of Agreement

Employee Signature & Date

Program Director Signature & Date