University of Wyoming Click here to enter text. 1000 E. University Avenue Laramie, WY 82071

Click or tap to enter a date.

Dear Click or tap here to enter text. ,

I am writing to thank you for Click here to enter what was provided for the university.

You will receive an honorarium in the amount of **$**Click here to enter text as an expression of our appreciation for your assistance in helping the University of Wyoming. This amount is fully inclusive of any travel or other expenses incurred by you. You will have the opportunity to calculate and deduct any allowable expenses when you file your income tax return. It is recommended to save any applicable receipts.

# To assist us in processing your honorarium, please supply the following information:

|  |  |
| --- | --- |
| **Printed Name**: |  |
| Home Address: |  |
| City, State, Zip Code: |  |
| Work Phone: |  |
| Signature (must be original): |  |

# In order to process payments, individuals must be registered with the University’s supplier system. To register, please follow the self-registration instructions available on the [Financial Affairs](http://www.uwyo.edu/budget-finance/financial-affairs/forms/) website under Procurement and Payment Services. Please follow [this link](http://www.uwyo.edu/budget-finance/financial-affairs/_fafiles/docs/procurement/supplier-self-registration-guide-for-individuals.pdf) if you are an individual, or [this link](http://www.uwyo.edu/budget-finance/financial-affairs/_fafiles/docs/procurement/supplier-self-registration-guide-for-businesses.pdf) if the honorarium will be paid to your business. If you are already registered and need to provide updated information please contact new-supplier-request@uwyo.edu.

We will process the honorarium as soon as possible after we receive the signed documentation. If you have questions, you may email me at Click here to enter text., or phone at Click here to enter text.. Please scan and return the signed forms to me at the above e-mail address or fax to Click here to enter text ***no later than*** Click here to enter text. If you prefer to mail this document, please use the address below.

# Sincerely,

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

An **honorarium** is defined as a gratuitous payment of money or other thing of value to a person for their participation in a **“usual academic activity”**. There is a broad definition of usual academic activity that includes lecturing, teaching, sharing knowledge, and meetings of boards or committees that benefit the institution. It also includes performances, master classes and readings as long as there is not a commercial nature to the events and they are open to students and the general public free of charge.