8. Honorarium Payment to Speaker. (REF ER00026658)

**UIN necessary for all Honorarium payments and signed honorarium form.**

**REPORT TITLE:** (date) Honorarium for SCS Seminar Speaker-(name)

**PURPOSE:** Misc-Vendor Payment – Services

**BUSINESS PURPOSE/JUSTIFICATION:** SCS Seminar Speaker – (Name)

a. User Defined #1 – perhaps Title of Seminar

b. User Defined #2 – perhaps Date of Seminar

**PAYEE AFFILIATION:** Non-employee

---

### EXPENSE REPORT 05/01/2012 SCS SPEAKER HONARIUM - SMITH

<table>
<thead>
<tr>
<th>Overview</th>
<th>Items</th>
<th>Notes</th>
<th>Exceptions</th>
<th>Overage</th>
<th>Report Total: $0.00</th>
</tr>
</thead>
</table>

**Document Header**

*Edit the header information for this expense report and click Continue.*

- **Tracking #**
  - ER00026658

- **Report Title**
  - 05/01/2012 SCS Speaker

- **Purpose**
  - Misc - Vendor Payments - Services

- **Business Purpose/Justification**
  - Honorarium for SCS Seminar

- **User Defined #1**

- **User Defined #2**

- **Payee Affiliation**
  - Non-employee

* *Required Fields*
NEXT SCREEN – ADDITIONAL INFO

PAYEE NAME: the name of the person being paid  
UIN: University ID# of the person being paid  
SPECIAL HANDLING: Usually blank or select PICK UP CHECK UIUC  
VENDOR INVOICE#/REF#: Leave blank or enter HONORIUM  
CONTRACT: Leave blank  
VENDOR ADDRESS TYPE: Usually BR or PR, if you select this, be sure to select an ACTIVE address  
VENDOR ADDRESS SEQ: If you select a sequence number for this again be sure in matches with the address and it is an ACTIVE number.

<table>
<thead>
<tr>
<th>EXPENSE REPORT</th>
<th>05/01/2012SCS SPEAKER HONARIUM - SMITH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
<td>Items</td>
</tr>
</tbody>
</table>

Document Header → Additional Info

The purpose you selected requires additional information. Please enter the information and click Continue.

<table>
<thead>
<tr>
<th>*Payee Name</th>
<th>*UINMD</th>
<th>Special Handling</th>
<th>*Vendor Invoice#/Ref #</th>
<th>*Vendor Address Type</th>
<th>*Vendor Address Seq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frank Smith</td>
<td>.</td>
<td>.</td>
<td>Honorarium</td>
<td>BR</td>
<td>-</td>
</tr>
</tbody>
</table>

* Required Fields

Continue | Cancel

NEXT SCREEN – EXPENSE REPORT

ADD EXPENSE: 154100 (Consultants and Honoraria)
NEXT SCREEN – EXPENSE ITEM

DATE: enter date
AMOUNT: enter amount
CURRENCY: USA (normally)
FX RATE: 1
BUSINESS JUSTIFICATION: SCS Seminar Speaker (name)
C-FOPAL: you can either select from your drop down or FIND PROJECT. PROJECT CODE is you C-FOPAL, this can be found either using the FUND (*P613xxx),
ORG CODE (*O510xxx) or PROJECT (*P119xxx).

EXPENSE REPORT 05/01/2012 SCS SPEAKER HONORARY - SMITH

Overview | Items | Notes | Exceptions | Overage | Report Total: $0.00

Expense Item: 154100 - Consultants and Honoraria
Enter all the required information for this expense item and click Save.

Standard Information

*Date 6/2/12
*Amount 1000
*Currency US Dollar
*FX Rate 1

*Business Justification
SCS Seminar Speaker

*C-FOPAL (Chart): Fund(XXXXXX)-Org(XXXXXX)-Program(XXXXXX)-Activity(XXXXXX)-Location(XXXXXX)
C1-F010012-0413081-P415082

103 FY12 6RF/EAFF/IF State Funds/Chemistry Admin \ SCS Chem Fao Recruit

* Required Fields

Additional Information

Item has 0 note(s).
Item has 0 exception(s).

Save  Cancel

FINAL SCREEN: EXPENSE ITEM

Explanation of expense: List specifics pertaining to expense.

PRINT:  Print forms to be attached to signed honorarium form, fax cover page and form to TEM.

Forward originals with Expense Report and coversheet to the SCS Business Office.