Who will receive the honorarium?

Foreign Individual
- Fill in Dept. honoraria form
- Does he/she have SSN or ITIN?
  - No
  - 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
- Process in BearBuy (One week to pay)

All others
- Vendor Info Needed
  - 1. Mailing Address
  - 2. SSN
- Event Occurs
- Tell Finance to process honorarium
- Chair approves up to $1000
- Dean approves above $1000
- UPAY goes to our Dean, our APO, then to Other UC
  - (Two months to pay)
- Process in BearBuy (One week to pay)

YES
- NO
- 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)

Tell him/her to get an ITIN (email glacieradmin@berkeley.edu for help). Can take up to 2 months.