DATE

Dear [RECIPIENT NAME],

Thank you for accepting our invitation to the [EVENT] hosted by the [DEPARTMENT], College of Arts and Sciences at the University of Delaware on [DATES]. Your activities will include[**lecturing, academic program review, external review, guest artists, panelist, workshop/seminar participation**]. Your contribution to the mission of the University of Delaware is very valuable and we greatly appreciate your time and talent. We would like to offer you an honorarium in the amount of [$XXXX] in thanks and gratitude for your efforts.

[If applicable] In addition, the [DEPARTMENT/PROGRAM] will reimburse your travel expenses related to this event up to [$xxxxx]. All reimbursable expenses must be documented with receipts. Please submit your receipts to [BUSINESS ADMINISTRATOR NAME AND EMAIL].

If the information contained herein is accurate and satisfactory to you, please complete the following:

UD W-9:

[UD Request for Taxpayer Identification (Substitute W-9) (udel.edu)](https://udapps.nss.udel.edu/w9_vendorReg/)

Or if you a non-US citizen, complete the below forms and return them to [BUSINESS ADMINISTRATOR NAME AND EMAIL]:

[Supplier Data Collection Form.pdf (udel.edu)](https://www1.udel.edu/procurement/docs/Supplier%20Data%20Collection%20Form.pdf) and

[Form W-8 BEN (Rev. October 2021) (irs.gov)](https://www.irs.gov/pub/irs-pdf/fw8ben.pdf)

Please be aware that an honorarium paid to a foreign national may be subject to U.S. federal withholding tax of 30%.

Thank you in advance for your attention to this matter. Should you have any questions, please contact [BUSINESS ADMINISTRATOR] at [EMAIL]@udel.edu.

Sincerely,

[Chair of Hosting Department]

[RECIPIENT], please acknowledge via email that you accept this honorarium, and we thank you for your time and contribution.

[RECIPIENT LEGAL NAME]   
[RECIPIENT ADDRESS AND EMAIL]