[Name]

[Address]

[City, State, Zip]

[Date]

Dear [XXX],

We are very pleased that you are able to visit the University of California, Irvine to present your work in the Department of [XXX]. We are looking forward to your presentation and anticipate a lively engagement with questions and comments following your talk.

The Department of [XXX] can offer a modest honorarium in the amount of $[XXX.00].

Thank you and we look forward to hosting your visit to UC Irvine.

Sincerely yours,

Professor [XXX]

Department of [XXX], School of Social Ecology

University of California, Irvine

**Tax Withholding Statement**

*Honorariums and other service payments may be subject to income tax withholding under Federal and state law. UC Irvine’s central accounting office will automatically deduct taxes from your payment if it is required by IRS or California Franchise Tax Board guidelines. As a result, the net payment you receive may be lower than the pre-tax amount listed in this agreement.*

I approve the $[XXX.00] honorarium for Dr. [XXX]:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jon B. Gould Date

I accept:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[XXX] Date