

County 4-H Council submits a request to the UCCE County 4-H Office staff for an honorarium using the Request for Payment of an Honoraria in 4-H form.

The UCCE County office completes a [UC Check Request](#) form [UC Direct Charge form](#).

The UCCE County office forwards the completed UC Direct Charge form or Check Request form to appropriate ANR Business Operations Center for DAFIS processing. A completed [UCD Accounts Payable Request form – Honorarium Payments](#) for Non-Employees must also be submitted.

(Allow 2-3 weeks for total processing time)

The UCD Accounting Office issues a check payable to the non-UC employee and forwards it to the payee or the county office as indicated on the [UC Check Request](#) or [UC Direct Charge form](#).

****The 4-H club/council may subsequently reimburse UCCE by issuing a check drawn on their club/council banking account and made payable to UC Regents. The UCCE County office will then deposit the check as a “reimbursement of expense” to the account charged for the honorarium.**