



University Finance Office

ACCOUNTS PAYABLE - GUEST SPEAKER/HONORARIUM FORM

*****Please attach the flyer for the related guest speaker event*****

Speaker Information:

Speaker Name: _____ SSN: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail Address: _____ Phone#: _____

Program/Event/Presentation Information:

Program Name: _____

Program Date: _____ Program Location: _____

Honorarium Amount: _____

Travel Expenses: _____ Total Amount: _____

Note: To be reimbursed for expenses, original receipts must be attached. A 1099 for payment of services will be issued to the IRS for tax reporting purposes.

Factors to be Considered for Honorarium:

	Yes	No
1. The speaker is hired for a specific event	_____	_____
2. The speaker is a current employee	_____	_____
3. The speaker is being hired on a continuing, recurring, or long-term basis	_____	_____
4. The speaker is a "Nonresident Alien" (If yes, attach forms W8-BEN and 8233)	_____	_____

Authorization:

Preparer Print Name _____ Cost Center _____

Preparer Signature _____ Phone #. _____ Date _____

Approving Manager Print Name _____

Approving Manager Signature _____ Phone #. _____ Date _____