

# Honorarium Request Form

**Notes:**

**Please submit request at least 30 days prior to date of event.**

**Only complete forms will be processed by the purchaser.**

## REQUEST & EVENT INFORMATION

Have you informed the speaker if they will receive a fee?

YES

NO

Are you using federal funds to pay for this fee?

YES

NO

Do you want the speaker to receive the fee on the date of the event?

YES

NO

Event/ Talk Title:

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Event Date:

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Event Location:

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Host's Name:

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## JUSTIFICATION (Why did you select this speaker and what are the benefits to the university?)

## PAYEE INFORMATION

Name:

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Email:

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Home Address:

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US Bank Account #

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If no US Bank Account, we will contact you directly

## FUNDING & APPROVAL

Requestor:

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PI (if different from requestor):

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Fund Manager:

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FAU:

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