Guest Lecturer Honorarium Request Form

An honorarium is a payment to an individual for a presentation-oriented, invitational event such as: a lecture or talk; a colloquium; an address; Grand Round or a continuing education presentation or similar activity given to students, staff, faculty, and/or the public at large.

If you have any questions regarding this form or other questions regarding a fiscal matter please email COE_Fiscal@uw.edu

<table>
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<tr>
<th>Payee Name</th>
<th>Submitted by (if different):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
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<tr>
<td>E-mail:</td>
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<tr>
<td>Phone:</td>
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</tbody>
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Status:
- US Citizen: [ ]
- Non Resident Alien: [ ]
- Resident Alien: [ ]
- US Taxpayer ID #: [ ] (required to pay)

Address:
- Street: ____________________________
- City: ____________________________
- State: ____________________________
- Zip: ____________________________
- Country: ____________________________

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<th>Notes/Special Directions:</th>
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Provide budget name and number. Obtain PI approval.

Budget/Project name: ____________________________
Budget number: ____________________________

PI Approval: ____________________________

Please tell us about your request:

UW Business Purpose: ____________________________
(How does this expenditure benefit the grant / budget?)

Course Number or Other Instructional Activity: ____________________________

Date(s) of Service: ____________________________
Amount to Pay: ____________________________

Finance/Grant Approval: ____________________________
Obj/Sub: ____________________________

Signature: ____________________________
Date: ____________________________
Task/Option/Project Codes: ____________________________