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

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

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:  

BUSINESS OFFICE USE ONLY

Finance/Grant Approval:

Obj/Sub:

Signature:  
Date:  
Task/Option/Project Codes: