

Honoraria are in the amount of \$50.00

Guest Speaker Honorarium Request form **must be completed and approved two weeks before** the speaking engagement takes place. All contracts for guest speaker honorariums must be submitted for payment no later than June 15th of the fiscal year in which it was issued.

Instructor Making Request:

Department: _____

Course Number & Title: _____

Semester/Year: _____

Name of Guest Speaker: _____

Area of Specialization: _____

Address: _____

E-mail Address* : _____

Date Scheduled to Speak: _____

*Required Field

Lecture/Content relationship to course syllabus:

(Rich Text may also be copied in from MS Word—formatting will stay intact.)

Request Approved

Request Denied

Insufficient Funds Available

Interim Dean, Graduate & Continuing Education
Signature: _____

Date: _____