

**SEFS General Honorarium Request Form**

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

***Payee Information*: (tab between fields)**

Full Name: Click or tap here to enter text.

Street Address: Click or tap here to enter text.

City, State and Zip Code: Click or tap here to enter text.

Email: Click or tap here to enter text.

Telephone #: Click or tap here to enter text.

Pick One:  U.S. Citizen  Resident Alien  Non-Resident Alien

**You will be contacted to provide your tax ID number. Please do not send this information via email**

***Funding Source & Approval*:**

Budget #: Click or tap here to enter text.

Director/PI Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director/PI

***UW Business Purpose*: (tab between fields)**

Why did you invite this guess speaker to this class (how does their presentation benefit the course?

Click or tap here to enter text.

Course #: Click or tap here to enter text.

Course Title: Click or tap here to enter text.

Date of Service: Click or tap here to enter text.

Amount of Honorarium: Click or tap here to enter text.