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 guest 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.