

GSA Honorarium Request Form

A. This section to be completed by hosting organization

Contact Person: _____ Date Submitted: _____	Organization: _____ Email: _____
Event Date: _____ Event Description: _____ _____ _____ _____ _____	
Will your speaker be hosted in-person or via Zoom? _____ If via Zoom, where will your speaker physically be located (country)? _____ Are you requesting travel or lodging reimbursement for your speaker? _____ If yes, for how many days and in what approximate amount? _____	
Requested honorarium amount (USD): _____	

B. Honorarium recipient information – to be completed by hosting organization

Please use full legal names and home mailing addresses only

Name: _____ Email address: _____ Phone number: _____	Address: _____ _____ _____
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By signing below, you indicate the above information is true and correct to the best of your knowledge. You also acknowledge your speaker has an SSN or ITIN to facilitate honoraria. Requests should be made several weeks in advanced.

Signature of organization representative: _____

C. GSA Internal use only

Reference #: _____	Honorarium (\$): _____
Signature of GSA Business Manager	Date
Signature of SGS Representative	Date