



Guest Speaker Information for Honorariums

DATE OF PRESENTATION _____

CLASS NUMBER, TITLE, AND INSTRUCTOR _____

NAME OF SPEAKER (as shown on Social Security card) _____

COMPLETE HOME ADDRESS OF SPEAKER _____

PHONE _____ EMAIL _____

COUNTRY OF CITIZENSHIP

USA CITIZEN

OTHER/COUNTRY*

*If not US citizen, you must present valid passport & visa/green card

AMOUNT GEOGRAPHY'S CHAIR AGREED TO PAY FOR HONORARIUM _____

SPECIAL REQUESTS/NOTES

Please submit the completed form to Cecil Abatayo (abatayo@uw.edu). Faculty must also send Cecil Abatayo the invitation to the speaker and any correspondence from Geography's Chair, approving the honorarium.

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OFFICE USE ONLY	SOCIAL SECURITY #	
	ESTIMATED COSTS	ACTUAL COSTS
Honorarium		
Claims Tax Exemption? Y N		
Parking		
Other		
TOTALS		