

UNIVERSITY OF RHODE ISLAND  
 CONTROLLER'S OFFICE & HUMAN RESOURCES  
**Honorarium and Guest Speaker Fee**

|  |     |   |    |             |               |  |          |
|--|-----|---|----|-------------|---------------|--|----------|
| PS Vendor Number:  |     | If new vendor, send W-9 to <a href="mailto:vendorw9@etal.uri.edu">vendorw9@etal.uri.edu</a> |    |             |               |  |          |
| Name:  |     |   |    |             |               |  |          |
| Address for Payment:                                     |     |   |    |             |               |  |          |
| Faculty Sponsor:   |     |   |    |             |               |  |          |
| Host Department:   |     |   |    |             |               |  |          |
| Date of Lecture /<br>Workshop / Event /<br>Presentation: |     | Attach Flyer, Announcement,<br>Brochure, etc.   |    |             | Yes           |  | No       |
| Topic:   |     |   |    |             |               |  |          |
| Reason for Honorarium:                                   |     |   |    |             |               |  |          |
| Amount of Honorarium:                                    |     |   |    |             |               |  |          |
| Guest Speaker Fee or<br>Contract Amount:                 |     | Contract Attached?  |    |             | Yes           |  | No       |
| Travel Expenses to be<br>covered?                        | Yes |   | No | Tax Status: | International |  | Domestic |
|  |     |   |    |             |               |  |          |
| Department Approver Name:                                |     |   |    |             |               |  |          |
| Department Approver Email:                               |     |   |    |             |               |  |          |
| Department Approver Phone:                               |     |   |    |             |               |  |          |

\_\_\_\_\_

Department Approval Signature

\_\_\_\_\_

Date

Attach this form to the Invoice Voucher for Payment

See Guidelines for Honorariums and Guest Speakers