**Speaker Payment**



**DEPARTMENT OF HISTORY**

Cover Sheet

SPEAKER NAME: TODAY’S DATE:

SPEAKER EMAIL: SPEAKER PHONE:

EVENT NAME/REASON FOR PAYMENT:

FUNDING SOURCE(S) [KFS #s]:

DATE OF ARRIVAL:  DATE OF DEPARTURE:

**PRE-ARRIVAL**

**VENDOR APPLICATION (at least 4 weeks in advance)**

* If your speaker has never been to UConn before, they will need to be set up as a vendor at least four weeks before arrival. See Jessica for assistance.

**OVER $2,500: CREATE PURCHASE ORDER (at least 2 weeks in advance)**

* If your speaker is being paid a total of over $2,000, including honorarium and reimbursement, please see Jessica at least two weeks in advance.

**POST-EVENT**

Note: Speakers cannot be paid honorariums OR reimbursements until AFTER the end of the event.

**FOR PAYMENTS TOTALING UNDER $2,500 USD:**

**HONORARIUM AMOUNT: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Copy of honorarium agreement – letter/email/other confirmation showing amount

**REIMBURSEMENT FOR TRAVEL: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* All original receipts which show proof of payment

Airfare Mileage

Per Diem Other Receipts

* Were any of the expenses paid directly by UConn? (hotel, airfare, etc.)

No Yes

*(please indicate which:)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROOF OF EVENT**

* Copy of poster/calendar item/email announcement/etc. showing event time, date, and name of the speaker

**FOR PAYMENTS TOTALING OVER $2,500 USD:**

**ALL DOCUMENTATION FROM ABOVE**

**INVOICE WITH PURCHASE ORDER #**

* Purchase Order for payment greater than $2,000 must be requested at least two weeks before arrival. See Jessica Muirhead for assistance.