

COLLEGE SPEAKING EVENTS and the SPEAKER FUND

Use this form to notify the Dean of Faculty of public speaking events by external guests, and, as needed, to request funding for public events or classroom visits. If you plan only a classroom visit by a guest, and no funding is sought, this form need not be used. To request funding for a series of speakers, use multiple forms.

Date(s) of Visit _____

Event is a _____ public lecture _____ classroom visit _____ both _____ part of a lecture series

Title of Speech/Topic _____

Person/Department Coordinating Lecture _____

Name of Speaker _____

Title or Occupation _____

Institutional Affiliation _____

Home Address _____

US Citizen?? _____ Yes _____ No

A W-9 form must be on file for U. S. citizens and permanent residents. The form can be found at:
https://my.hamilton.edu/college/business_office/payroll/W-9.pdf

If the speaker is not a U.S. citizen, a copy of his/her visa must be provided prior to requesting payment for an honorarium or reimbursement. Please note that certain types of visas do not permit payment of any kind.

_____ **Speaker Fund support not needed; source of event funding:** _____

_____ **I request support for this event from the Speaker Fund:**

Estimate of	Honorarium	_____
Expenses:	Travel	_____ (indicate air, rail, or mileage: \$.555/mile)
	Lodging and guest meals (breakfast, lunch)	_____
	Receptions and/or Dinner with speaker	_____ (\$250 max)
	Other	_____ (cab, publicity, etc.)
	Total	_____

Less funding from other source(s) (_____) Identify source(s): _____

Total request from Speaker Fund: _____

Please remember to list your event on the Hamilton College calendar by following the instructions at <http://www.hamilton.edu/applications/calendar/addevent.html>.

Submit this completed form to Terri Smith in the Dean of Faculty Office. Once funding is approved, the honorarium is normally mailed to the speaker after the coordinator of the event verifies that the lecture has taken place and provides any receipts for reimbursement. (Original receipts are required for all expenses.)

Coordinator's Signature

Department/Program Chair Signature

VP/Dean Approval

Date

Amount Approved

Acct (4512/7900)