

HONORARIUM IN PAYMENT OF A SPEAKER OR PERFORMER
DOCTORAL STUDENTS' COUNCIL, CUNY GRADUATE CENTER

To request an honorarium for a speaker or performer, complete this form and have it signed by an authorized representative for your program, Chartered Organization, or grant. The check may be made out to the speaker or performer or as reimbursement to someone who has already paid the honorarium to the speaker or performer. In the latter case, please submit proof of payment with this form. Submit this form with your check request and any receipts and include the amount in your total request.

Date(s) of event: _____ Time/Length of event: _____

Honorarium amount: \$ _____ Location of event: _____

Name of Speaker/Performer: _____

Purpose of Honorarium: _____

Payment: Pay speaker/performer directly
 Reimburse honorarium paid by _____

I am a student representative for the _____ Program, Organization, or Grant, and I certify that the above named speaker/performer provided the services described above for which they should receive an honorarium.

Name (please print): _____

Signature (REQUIRED): _____

Your Title/Role in the:
organization requesting _____

-----**FOR DSC USE ONLY**-----

Approved by: _____ Date: _____
Co-Chair for Business, Doctoral Students' Council

Seconded by: _____ Date: _____
Co-Chair or Steering Committee Member, Doctoral Students' Council