



Event Honorarium/Expense Payment Form

To be filled out and signed by every Adjudicator, Guest Conductor or Accompanist

Adjudicator/Conductor/Accompanist Honorarium / Personal Expenses	
Name of Event:	Date:
Location of Event:	

Name:		
Address:		
City:	State:	Zip Code:
Work Phone:	Home Phone:	
Social Security Number:		
** A current IRS W-9 form must be submitted with this form (one per calendar year) **		

EXPENSES - [Click here for current honoraria](#)

Adjudicator Honorarium:	__Day(s) or <u>Partial</u>	@ \$300.00 Full Day	
Conductor Honorarium:	Honorarium: \$400.00		
Accompanist Honorarium:	_____Hours	@ \$50 per Hour	
Mileage:	_____ Miles	@ 70 cents:	
Hotel:	_____ Nights	@ _____	
Per Diem: (If overnight stay, max \$25 - Provide Receipts)			
L&I Hours _____		Grand Total	

Employee Signature:	
Event Coordinator Signature:	

**** All expenses must also be logged on the expense form and accompanied by receipts****