



Coordinator/Host Honorarium/Expense Payment Form

To be filled out and signed by every Event Coordinator and Site Host

Circle One: Event Coordinator / Site Host	
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](#)

Event Coordinator:	Full Honorarium: _____	Divide by: _____	
Site Host:	Full Honorarium: _____	Divide by: _____	
Mileage:	_____ Miles	@ 70 cents:	
List EVENT Expenses:			
			Expense Amount:
L&I Hours _____		Grand Total:	

Employee Signature:	
Event Coordinator Signature:	

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