AEMM DEPARTMENT • EXPENSE PRE-APPROVAL FORM

**Please submit this form to the AEMM Department Chair PRIOR to making a commitment to any service providers.*

Date of Service/Event _____

Name of Instructor _____

Service Requested _____

Title and Affiliation _____

Requested Amount $_____

**The standard honorarium payment for guest lecturers is $100.00.*

Please explain the need for this service below and provide any logistical details that would justify the payment amount requested (please attach quotes or other documentation pertinent to this request):

_____

_____

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_____

Thank you for your cooperation,

AEMM Department

_____ Approved

_____ Not Approved

_____ Date _____

AEMM Department Chair

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COLUMBIA COLLEGE CHICAGO
aemm
ARTS, ENTERTAINMENT & MEDIA MANAGEMENT DEPT

Columbia
COLLEGE CHICAGO

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