

## AEMM DEPARTMENT • GUEST LECTURER PAYMENT REQUEST FORM

If your Expense Pre-Approval form has been approved by the AEMM Department Chair, please complete this form and return it to the Assistant to the Chair on the day of the guest lecture. Please note that, except in an emergency, the instructor must attend class with the guest lecturer.

It is the policy of the AEMM Department that guest speakers receive no compensation. An honorarium may be paid in rare instances with the consent of the AEMM Department Chair. This form must be filled out completely by the instructor in order for the guest lecturer to be considered for an honorarium.

### PLEASE FILL OUT THE BELOW INFORMATION

Course Name \_\_\_\_\_

Course Number 28- \_\_\_\_\_ Section # \_\_\_\_\_ Date of Lecture \_\_\_\_\_

Instructor Name \_\_\_\_\_

Guest Lecturer Name \_\_\_\_\_

Social Security # \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Company Affiliation \_\_\_\_\_ Title \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Honorarium: \_\_\_\_\_ YES \_\_\_\_\_ NO

AEMM Department Chair Approval Signature \_\_\_\_\_

