

# Speaker Honorarium and Fees Statement

## Speaker Information

Name:  
[Speaker Name]

Organization:  
[Affiliation/Company]

Email:  
[Email Address]

Phone:  
[Phone Number]

Mailing Address:  
[Address]

## Event Details

Event Name:  
[Event Title]

Event Date:  
[Date]

Location:  
[Venue/Online]

Session Title:  
[Session Name]

## Honorarium and Fees

Description	Amount
Speaker Honorarium	[Honorarium Amount]
Travel Reimbursement	[Travel Amount]
Accommodation	[Accommodation Amount]
Other (Specify)	[Other Fees]
Total	[Total Amount]

## Payment Information

Payment Method:  
[Bank Transfer / Cheque / Other]

Payable To:  
[Name for Payment]

Account/Bank Details:  
[Bank Info]

\_\_\_\_\_  
Speaker Signature  
Date: \_\_\_\_\_

\_\_\_\_\_  
Organization Representative  
Date: \_\_\_\_\_

## Important Notes

- This statement must be completed and signed before any payment is processed.
- Original receipts must be provided for all reimbursable expenses.
- Taxes and applicable deductions may be withheld as required by law.
- Please ensure all payment details are accurate to avoid delays.
- Consult with the organizing body for any further requirements or clarifications.