

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.