



GSA Speaker Request Form

A. This section to be completed by hosting organization

Contact Person: _____ Date Submitted: _____	Organization: _____ Email: _____
Event Date: _____ Event Description: _____ _____ _____ _____	
Will your speaker be hosted in-person or via Zoom? _____ If via Zoom, where will your speaker physically be located (country)? _____ Are you requesting travel or lodging reimbursement for your speaker? _____ If yes, for how many days and in what approximate amount? _____	
Is this a work or honorarium request? Please refer to University definitions on the GSA website. Work <input type="checkbox"/> Honorarium <input type="checkbox"/> Requested speaking amount (USD): _____	

B. Recipient information – to be completed by hosting organization

Please use full legal names and home mailing addresses only

Name: _____ Email address: _____ Phone number: _____	Address: _____ _____ _____
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By signing below, you indicate the above information is true and correct to the best of your knowledge. Requests should be made several weeks in advanced.

Signature of organization representative: _____

C. GSA Internal use only

Reference #: _____	Payment (\$): _____
_____ Signature of GSA Business Manager	_____ Date
_____ Signature of SGS Representative	_____ Date