



## Speaker Honorarium & Reimbursement Request

Mileage is calculated from the speaker's home address to the event location (round trip). Mileage reimbursed at the 2026 IRS standard business rate of \$0.725 per mile, not to exceed \$250.

### Speaker Information

Speaker Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

### Program Information

Program Title \_\_\_\_\_  
Host Organization \_\_\_\_\_  
Program Date (Completed) \_\_\_\_\_  
Event Location (Full Address) \_\_\_\_\_

### Compensation Calculation

Total Miles (Round Trip)	_____
Mileage Total (Miles x \$0.725, Max \$250)	_____
Honorarium (Flat Fee)	\$300
Total Payment Requested	_____

### Speaker Certification

I certify that the above program was completed as described and that mileage claimed reflects travel directly related to this event.

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

Payment Processing: After submission and approval, you will receive an invitation from Bill.com to complete payment details.