

**DIVISION SPEAKER GUEST VOUCHER**  
**Humanities Division**

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

Name of Guest \_\_\_\_\_

Purpose of Visit \_\_\_\_\_

\_\_\_\_\_

Date(s) of Visit \_\_\_\_\_

Expenses (Attach receipts when available)

Honorarium \_\_\_\_\_ \$ \_\_\_\_\_

Travel \_\_\_\_\_  
(Indicate places traveled to and from with miles)

Meals \_\_\_\_\_

Accommodations \_\_\_\_\_

Other Expenses (list)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total \_\_\_\_\_ \$ \_\_\_\_\_

Make check payable to \_\_\_\_\_

Address \_\_\_\_\_

Charge to: DIVISION SPEAKERS-HUMANITIES

- #10-108-08901-51421 (travel)
- #10-108-08901-51333 (speakers)
- #10-108-08901-51111 (supplies)
- #10-108-08901-51221 (printing)
- #10-108-08901-51231 (postage)

Approved by: \_\_\_\_\_

Humanities Division Chairperson

\_\_\_\_\_  
Dean of the College

