[Letter for Honorarium or Payment of < $1,500 to Guest Presenters/Artists in Academic Settings]

[[See guidance for use](http://willamette.edu/offices/accounting/policies/purchasing/index.html)]

[Copy and paste on Willamette letterhead]

[Letter Date]

[Guest Name]

[Mailing Address]

[City, State, Zip]

Dear [Guest Name],

*[Modify this paragraph as needed to provide the guest with clear information, expectations, and guidance.]* Thank you very much for sharing your expertise and wisdom with our students at Willamette University on [Presentation Date] at [Time] in [Building and Room]. We are all looking forward to your insightful visit and stimulating conversation.

In appreciation of your visit, we are offering an honorarium of ***$*** Insert $ Amount. So we can make this payment, please watch for an email from our accounting office either from rbates@willamette.edu or carcher@willamette.edu to complete the vendor forms.

*[Remove if the presentation will not be recorded.]* Please also complete and return the attached Recording Agreement.

*[Select appropriate option regarding travel expenses. Edit as needed. Delete if not applicable.]* Preferred: The honorarium identified above is inclusive of travel and travel-related expenses and there will not be separate reimbursement for such Expenses. Alternative 1: We will make your arrangements for travel and accommodations and will confirm details with you. Alternative 2: We will reimburse you for your airfare, ground transportation, and accommodations up to $Insert $ Amount.

*[Add additional logistical information if/as needed.]* View [directions to campus](http://willamette.edu/about/visit/directions/index.html) and [campus maps](http://willamette.edu/about/visit/).

This letter is subject to [terms and conditions](https://willamette.edu/offices/accounting/policies/purchasing/terms-conditions/index.html). Willamette University respectfully requests that guests follow [University policies](http://willamette.edu/offices/policies/selected/all_campus/index.html), as applicable. If cancellation becomes necessary, please provide \_\_ days’ notice.

You are welcome to contact [me or Name] at [Email Address] or [Phone Number] with questions.

*[Modify to fit the situation.]* Thanks again and best wishes,

[Name]

[Title]

Attachment(s):

 *[Remove if the presentation will not be recorded]* Recording Agreement

*[List other attachments as applicable]*