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# Guest Speaker Honorarium Receipt

**Date:** [Insert Date]

**Receipt No:** [Insert Receipt Number]

**Received From:**

- **Name:** [Speaker's Name]
- **Organization:** [Speaker's Organization]
- **Address:** [Speaker's Address]
- **Email:** [Speaker's Email]
- **Phone Number:** [Speaker's Phone Number]

**Paid To:**

- **Organization:** [Payee's Organization/Name]
- **Address:** [Payee's Address]
- **Email:** [Payee's Email]
- **Phone Number:** [Payee's Phone Number]

**Details of Honorarium:**

Description	Amount (Currency)
Honorarium for Guest Speaker Event	[Insert Amount]
Additional Notes	[Any additional notes or details]

**Total Amount:** [Insert Total Amount]

**Payment Method:** [Cash/Cheque/Bank Transfer/etc.]

**Signature of Recipient:** \_\_\_\_\_

**Signature of Payee/Authorized Person:** \_\_\_\_\_

**Note:** This receipt serves as confirmation of the honorarium payment made to the guest speaker. Please retain it for your records.