horizontal line**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.