

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.