

MLA ANNUAL CONFERENCE

Speaker Payment Request Form

Directions

- Complete the form below, scan/attach receipts and email to the conference co-chair for signature and processing **within 30 days post-conference**
- *Note that all expenses should be pre-approved by the conference co-chairs prior to completing this form*
- Once received in good order by the MLA Manager, speakers can expect to receive payment within 60 days of receipt

TODAY'S DATE:

REQUESTOR INFORMATION

Name		Phone or email	
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EXPENSE TYPE AND DESCRIPTION

TYPE	HONORARIUM	TRAVEL FEES	MILEAGE OR TOLLS	OTHER <i>Describe below</i>	TOTAL
AMOUNT					

Describe the expense (e.g., Honorarium for XYZ Program)

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SPEAKER INFORMATION

Name*		Tax ID or SS#	
Mailing address			

**Indicate as how it should be indicated on the check.*

AUTHORIZATION

Co-chair, please sign/date and send the form via the online payment request form along with receipts. Once received, MLA Manager will obtain treasure signature and process for payment.

Co-chair signature

Date

MLA Treasurer Signature

Date

MLA OFFICE USE ONLY

Paid on		Check #		Mailed on	
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