



National Urban Alliance for Effective Education

33 Queens St, Suite 100 • Syosset, New York 11791

TEL (516) 802-4192 or (800) NUA-4556 FAX (516) 921-0298

Honorarium Form

Name: _____ **Date:** _____
Address: _____ **SS#** _____

 _____ **Rate:** _____

For services rendered in projects/programs: _____

Date(s)	# Days	Type of Service*	Per Diem
Planning Days:		Planning Rate: \$225 per day	
Total Fee Due:			

Signature: _____ **Date:** _____

***Types of Services:**

- Apprenticeship
- Analysis and data review
- Facilitation
- Instrumental Enrichment
- Interviewing
- Large Group Workshop
- Meeting
- Mentoring/Coaching
- Planning
- Presentations
- Shadowing
- Site Visit
- Student Voices
- Training
- Web Services
- Writing

***Projects/Programs:**

- Conferences
- Course of Study
- Development
- Evaluation
- Instructional Assessment
- Marketing Advertising
- Operations
- Orientation/Institute
- Performance Interviews
- Recruitment and Induction
- Retreat/Advance
- Student Voices
- Summer Academy
- Technology

- TOT
- Bridgeport
- Greene County
- Newark
- New York City
- San Francisco
- WMEP
- Instrumental Enrichment
- Management

Return to:

*National Urban Alliance for Effective Education, Inc.
 33 Queens Street, Suite 100
 Syosset, NY 11791
 Attn: Elaine Turi*

(Revised 01/2010)



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Honorarium Form

Personal Service Expense Form

(for out of pocket expenses)

Name: _____ **Date:** _____
Address: _____ **SS#** _____

For services rendered in project/program: _____

Type of service(s): _____

Itemized Expenses:

Meal Allowance \$ _____

Ground Transportation/Parking \$ _____

Personal Mileage _____ miles @ \$.555 = \$ _____

Car Rental and Gas \$ _____

Duplication/Supplies/Materials \$ _____

Additional Airline Charges..... \$ _____

Other (list explanation/detail) \$ _____

Total \$ _____

- Only original receipts will be accepted. Scotch tape receipts on an 8 1/2" x 11" sheet of paper. Sheets should contain as many receipts as will neatly fit. Expenses listed without receipts will not be paid. The exception is miles driven in personal automobiles. Automobile mileage is reimbursed at the rate of \$.555 per mile, plus tolls and parking charges.
- Please use the same form for all retreats, conferences, institutes, etc.

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(Revised 07/2011)