

LECTURER'S EXPENSE FORM

Please remember to include your W-9 IRS Form or W-8BEN Form (if you are not a U.S. citizen) if you have not already provided this to the AIA; honoraria cannot be paid unless we have your taxpayer information. You can find the W-9 form at <https://www.irs.gov/pub/irs-pdf/fw9.pdf> , and the W-8BEN form at <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf> . **If requesting payment via ACH/Direct Deposit (for which there is a fee) please attach ACH form; otherwise provide a mailing address for your check:**

Lecturer: _____
 Address: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Society							
Transportation <i>Please note mode of Transportation (and remember that parking and tolls can also be included)</i>							
Breakfast							
Lunch							
Dinner							
Hotel							
Total							

TOTAL EXPENSES \$ _____

Lecturer's signature _____ Date _____

W9/W8 and Lecture Follow-Up Forms included? _____ ACH Form included? _____

Please Return To: Lectures Coordinator
 Archaeological Institute of America
 44 Beacon Street
 Boston, MA 02108
 Email: Lsparks@archaeological.org

Payment Approval: _____
Date Approved: _____
 (AIA office use only)