



REQUEST FOR HONORARIUM, REFUND OR PAYMENT IN LIEU OF INVOICE

Note: Form must be completed when submitting for payments through the HLS Financial Office for honorariums, refunds, or for payment in lieu of a vendor invoice.

Date: _____ Invoice Number (Initials/Date, Last Name/Date, etc): _____

Total amount of payment: \$ _____

Pay to: Name: _____
 Address: _____
 City: _____ State: _____
 Postal Code: _____

Reason for payment: (please provide a brief summary of the business justification):

Department Requesting Web Voucher: _____

Approver Name (Please Print): _____

Approver Signature: _____ Date: _____

33 digit billing code: _____

Please return completed form to the Harvard Law School Financial Office
through interoffice mail or fax to (617) 495-4422.