

## HONORARIUM

University of Wyoming  
School of Counseling,  
Leadership, Advocacy, &  
Design, Dept. 3374, College  
of Education, third floor, Ed  
316, 1000 E. University  
Avenue Laramie, WY  
82071

2/1/2026

Dear Collaborating Teacher ,

I am writing to thank you for participating as a mentor to a Special Education Practicum student this spring 2026.

You will receive an honorarium in the amount of \$150.00 as an expression of our appreciation for your assistance in helping the University of Wyoming. This amount is fully inclusive of any travel or other expenses incurred by you. You will have the opportunity to calculate and deduct any allowable expenses when you file your income tax return. It is recommended to save any applicable receipts.

To assist us in processing your honorarium, please supply the following information:

**Printed Name:**

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Home Address:

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City, State, Zip Code:

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Work Phone:

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Signature (must be original):

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In order to process payments, individuals must be registered with the University's supplier system. To register, please follow the self-registration instructions available on the [Procurement & Payment Services](#) website. The supplier self-registration process is the same for both individuals and businesses. If you are already registered and need to provide updated information, please contact [suppliers@uwyo.edu](mailto:suppliers@uwyo.edu).

We will process the honorarium as soon as possible after we receive the signed documentation. If you have questions, you may email me at [tlegal@uwyo.edu](mailto:tlegal@uwyo.edu). Please scan and return the signed forms to me at the above e-mail address before May 15, 2026, if possible. If you prefer to mail this document, please use the address below.

Sincerely,

**Tiffany J. Le GAL**

Office Associate, Senior

**[School of Counseling, Leadership, Advocacy, & Design \(CLAD\)](#)**

**[University of Wyoming](#)**

1000 E. University Avenue

Dept. 3374, Third Floor, Education #316

## HONORARIUM

Laramie, WY 82071  
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[tlegal@uwyo.edu](mailto:tlegal@uwyo.edu)

[Pronouns: She/Her/Hers](#)

An **honorarium** is defined as a gratuitous payment of money or other thing of value to a person for their participation in a “**usual academic activity**”. There is a broad definition of usual academic activity that includes lecturing, teaching, sharing knowledge, and meetings of boards or committees that benefit the institution. It also includes performances, master classes and readings as long as there is not a commercial nature to the events and they are open to students and the general public free of charge.