**Lecture Fund Request Fall 2024**

**Amherst College**

**YOUR INFORMATION:**

Name:

Position:

Department(s):

Amherst College Email:

**EVENT DESCRIPTION:**

Date of the event(s):

Time of the event(s):

Name of invited lecturer(s):

Invited lecturer’s professional title and affiliation:

**Please specify:**

**Course Visit (YES\_\_\_\_ NO\_\_\_\_)**

* **If yes, course name & course number:**

**Public lecture (YES\_\_\_\_ NO\_\_\_\_)**

**\*Please note that public lectures must take place outside of regularly scheduled class hours**

* **If yes, please give title, date, and time of public lecture:**

**In 300 words or less, please provide details of your event, summarizing the topics addressed, their relevance to specific funds (see other side), and plans for advertising to intended audiences.**

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**FUNDS:**

**Please indicate which fund(s) and confirm the lecture meets all** [applicable criteria](https://www.amherst.edu/academiclife/provost_dean_faculty/faccommittees/faculty_lecture/available_lecture_funds).

**Eastman \_\_\_**

\_\_ in-class lecture

\_\_ total request does not exceed $2,000.00 per course, per semester

**Lamont \_\_\_**

\_\_lecture furthers the “cause of peace in the world” (broadly defined)

\_\_public lecture

**Lurcy \_\_\_**

\_\_ lecturer from other country and/or lecturer who addresses topic about other countries,   
 diverse cultures, or international perspectives

\_\_ public lecture

**EXPENSES FOR THIS REQUEST:**

Honorarium *(honorarium for 5-College Faculty cannot exceed $350):***select ONE of the following honorarium payment options:**

**Virtual lecture** up to $275 \_\_\_\_\_\_\_\_\_\_   
**In-class** **lecture** up to $400 \_\_\_\_\_\_\_\_\_\_

**Public lecture** up to $500 \_\_\_\_\_\_\_\_\_\_

**In-class and public lectures** up to $800**: \_\_\_\_\_\_\_\_\_\_**

**Entertainment** (lunch, dinner) up to $350: \_\_\_\_\_\_\_\_\_\_

**Lodging** (room, taxes, breakfast) $190/night for up to 2 nights   
or $530 if lodging is needed on a Friday: \_\_\_\_\_\_\_\_\_\_

**Travel** up to $1150 domestic\* (please itemize by category) \_\_\_\_\_\_\_\_\_\_  
**\***international travel may be approved for a higher amount.

**Total amount requested from the Faculty Lecture Committee** \_\_\_\_\_\_\_\_\_\_

Any additional comments for the committee, such as additional funds from other sources:

**PLEASE EMAIL COMPLETED FORM to Faculty Lecture Committee at flc@amherst.edu**

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