

Section: General Policies

Policy Number: 740.1

Subject: Colloquium Speaker Travel Costs and Payments

Effective Date: ?

Colloquium Speakers Travel Costs and Payments

The following costs will be covered for colloquium speakers:

- 1) Airfare - in general not to exceed \$700. Only the cost of basic economy class tickets is covered. Speakers who upgrade to first class, economy comfort, etc. will need to pay the cost difference. For speakers whose tickets are more than \$700, we request that the faculty member inviting the speaker use available monies (e.g., F&A) to help cover the cost of the plane ticket.
- 2) Transportation to / from the airport. The cost of the shuttle or a rental car the day before, day of, and day after the talk will be covered. Rental cars should be full-size class or below (e.g., no SUVs).
- 3) Meals the day before, day of, and day after the talk will be covered. One to three faculty can attend meals with the speaker and have those costs covered
- 4) Lodging – nights before and after the talk will be covered.

Speaking Fee

- 1) All speakers will receive a \$500 speaker fee. This must be paid directly to the speakers.

Note regarding travel: For speakers who wish to stay longer (for professional collaboration and/or personal reasons), the department will only cover the above costs. For example, speakers (and/or faculty in the case of professional collaborations) will need to cover additional costs for meals, rental car, and lodging beyond what is specified above.