

GUIDELINES FOR SEMINAR & COLLOQUIUM SPEAKERS
ALL SPEAKERS MUST BE PRE-APPROVED BY CHAIR

Seminar Speakers: (organizers are encouraged to invite local speakers)

Standard Speaker	:	\$	550.00	In receipt related expenses & direct billed items i.e. Marriott hotel and/or Shuttle
Long Distance visit	:	\$	800.00	In receipt related expenses & direct billed items i.e. Marriott hotel and/or Shuttle (one per semester – per seminar series)

One meal with faculty covered with a maximum of 3 faculty and 1 speaker. (original detailed receipts required – not just credit card slip)

Compensation rates :

Lunches @ \$15 max. per person (this includes gratuity)

Dinners @ \$30 max. per person (this includes gratuity)

Note: No honorariums will be paid.

One seminar speaker per week at most.

Spouses are not covered for either faculty or speaker.

Hotel reservations will be at the Marriott and handled by Michele.

Rees Lecturers : (One per semester (unless otherwise approved by Chair))

Honorarium	:	\$	500.00	
Travel	:	\$	Reasonable economy rates	
Lodging	:	\$	Covered at the Marriott hotel for up to 3 nights	
Reception	:	\$	Organized by the department.	
2 meals w/ faculty	:	\$	Using meal pricing as noted above (speakers other meals are covered by submission of the travel expense form w/ receipts.	

Outside Colloquium Speakers: (One per semester (unless otherwise approved by Chair))

Honorarium	:	\$	300.00	
Travel	:	\$	600.00	
Lodging	:	\$	Covered at the Marriott for up to 2 nights	
Sm. Reception up to	:	\$	Organized by the department	
2 meals w/ faculty	:	\$	Using meal pricing as noted above (speakers other meals are covered by submission of the travel expense form w/ receipts.	

Math Faculty or other UD Colloquium speakers:

No faculty meals permitted under this category. Small reception: Organized by the department