

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

**Seminar Speakers: (7 paid speakers per semester per seminar)**

Standard speaker	:	\$ 650.00	In expenses including travel ( <b>detailed receipts required</b> ).
Long distance visit	:	\$ 900.00	In expenses including travel ( <b>detailed receipts required</b> ). (one per semester - per seminar series)

If you have a speaker with minimal expenses (no hotel, etc.), you may petition to upgrade an additional speaker slot to long distance.

One meal with faculty covered at a rate not to exceed 3 faculty and 1 speaker. (Original detailed receipts required. No alcohol.)

The department will cover a meal with faculty for speakers from the University of Delaware, external to our Department. No UD speaker will be covered more than once in a twelve month period.

Lunches@ \$20.00 max. per person (this includes gratuity)

Dinners@ \$40.00 max per person (this includes gratuity)

**Notes: 1. No honorarium will be paid.**

**2. One seminar speaker per week at most.**

**3. Spouses are not covered for either faculty or speaker.**

**4. Hotel reservations (at the University Marriott) for speakers must be made by Seminar Coordinator, Susan Dziombak.**

.....  
**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 (lecturers other meals are covered provided <b>detailed</b> receipts are submitted)

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

Honorarium	:	\$ 300.00	
Travel	:	\$ 900.00	
Lodging	:		Covered at the Marriott for up to 2 nights
Small Reception	:		Organized by the department
2 meals w/ faculty	:		Using meal pricing as noted above (lecturers other meals are covered provided <b>detailed</b> receipts are submitted)

**Math Faculty or other UD Colloquium speakers:**

No faculty meals permitted under this category.

Small reception : Organized by the department

REV. 01/25/2022