

**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, Lynn Popowich.**

.....

**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. 09/04/2018