

PROGRAMS AND SERVICES

TRAINING ACTIVITIES HONORARIA AND EXPENSES

Activities Honoraria and Expenses

In general, honoraria will not be paid for program speakers, consultants, chairpersons or group leaders.

Requests for an honorarium and/or expenses shall be considered on a case-by-case basis and shall require approval of the Executive Director. In all cases, the department having primary program responsibility shall provide honoraria and expenses within the guidelines of the budget as approved by the Board of Directors. In negotiating fees, consideration will be given to prior fees, prevailing fees and total program cost. Expenses will also be negotiated. The inclusion of travel, housing and meal expenses serve as negotiating points.

Speaker or agent contracts shall be reviewed by the General Counsel.

Payment of expenses may be particularly considered if the speaker, consultant, chairperson or group leader will otherwise bear the cost of outofpocket expenditures.

Officers serving as speakers, consultants or group leaders will be reimbursed expenses incurred in accordance with Association policy.

An officer's spouse may accompany and share a room with the officer with any additional room expense to be paid by the Association. No travel, food or other expenses for an officer's spouse shall be reimbursable by the Association, but shall be billed to the officer at cost.

Conference group leaders may be reimbursed for approved expenses connected with their training or with their assignment. Single room accommodations will be provided for extended assignments (e.g., orientation weekend).

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