

CACUBO Program Honorarium and Expense Reimbursement Guidelines
Scenarios Related to Professional Development Program Activities

Scenario	Honorarium To Speak	For Travel To/From the Professional Development Event					Conference Registration	Misc.
		Hotel	Meals	Airfare	Mileage	Taxi/Shuttle		
Members of the Organizing Committee(s)	N/A	Only if extra night(s) required before or after the meeting. The institution pays lodging costs during the meeting.	Only if extra night(s) required before or after the meeting.	No	No	No	Complimentary Full Registration	Only if extra night(s) required before or after the meeting.
General Session / Keynote Speaker Program Organizer/Repeat Presenter	Yes	One night. Multiple nights if presenting multiple days.	Yes-reasonable	Yes	IRS rate	Yes	Complimentary 1-day Speaker Registration (see note 4)	Yes-reasonable
Concurrent Session Speaker-CACUBO Member Registered for the Meeting (see note 2)	No	No	No	No	No	No	1 Complimentary Full Registration (see note 2)	Yes-reasonable
Concurrent Session Speaker-CACUBO Member Not Registered for the Meeting (see note 3)	No	One night	Yes-reasonable	Yes	IRS rate	Yes	Complimentary 1-day Speaker Registration	Yes-reasonable
Concurrent Session Speaker-Other (such as a consultant or invited expert)	Negotiable	One night	Yes-reasonable	Yes	IRS rate	Yes	Complimentary 1-day Speaker Registration	Yes-reasonable
Concurrent Session Speaker-CACUBO institution but non-business office staff (e.g.	Negotiable	One night	Yes-reasonable	Yes	IRS rate	Yes	Complimentary 1-day Speaker Registration	Yes-reasonable
Concurrent Session Speaker-Business Partner Presentation -- both business partners and higher ed presenters	No	No	No	No	No	No	Business Partner: Paid registration. Higher Ed rep: Complimentary 1-day Speaker Registration	No

Notes:

- 1 These reimbursement guidelines are intended to document policy and help assure consistent treatment across CACUBO programs. Program chairs have the authority to deviate from these guidelines in special instances when it is deemed to be in the best interest of the program offering. Where reimbursement is allowed by CACUBO, original receipts are required for all expenses of \$25 or more.
- 2 Business officers from CACUBO institutions who are selected to formally present at a concurrent session that requires preparation will receive a free registration. However, if multiple presenters are involved, these are limited to one free registration per concurrent session. Sessions that do not require advanced preparation such as leading caucus sessions do not qualify for a free registration.
- 3 Business officers from CACUBO institutions who are selected to formally present at a concurrent session that requires preparation and who will not be able to attend the rest of the meeting may have their travel reimbursed if requested, at the discretion of the program committee.
- 4 The complimentary 1-day speaker registration includes -- 1)entrance to general and concurrent sessions, 2)access to the exhibit area, and 3)meals -- on the day of the presentation.