

## Visiting Speaker Procedure

<b>Office of Accountability:</b>	Finance
<b>Office of Administrative Responsibility:</b>	Finance
<b>Approver:</b>	Senior Management Committee
<b>Approval Date:</b>	February 20, 2017
<b>Review Date:</b>	February 20, 2020

### Definitions

<b>Reception</b>	A social occasion allowing interaction with the visiting speaker.
<b>Unit</b>	A clinical discipline, division, department, or office within the Faculty of Medicine.
<b>Visiting Speaker</b>	An individual external to Memorial University of Newfoundland (MUN), who has been invited to MUN to give a talk on an academic topic.

### Overview

As part of a collaborative academic and research institution, the Faculty of Medicine (FoM) often invites visiting speakers to present on a variety of academic topics to the greater FoM community. These individuals are guests of Memorial University.

This procedure acknowledges the status of the FoM as part of a publicly-funded institution and the level of public accountability required by that status.

### Purpose

To provide a procedure that ensures strict economy is exercised when expenses are incurred to host a visiting speaker.



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## Visiting Speaker Procedure

### Scope

Applicable to all units within the FoM. Visiting Speaker expenses are typically funded through the FoM operating budget or discipline funds.

### Procedure

**All expenses associated with a Visiting Speaker must be pre-approved before being incurred.**

- 1.0 Unit completes the [Visitor Approval Form](#).
  - 1.1 The amounts estimated on the Visitor Approval Form must comply with the Visiting Speaker Expenses Guideline outlined in **Appendix A**.
- 2.0 For visiting speakers associated with a graduate program, the completed Visitor Approval Form is sent to Research and Graduate Studies (RGS) for review. If approved by RGS, the form is sent to Finance for final approval. For all other units, the completed Visitor Approval Form is sent directly to Finance for approval.
- 3.0 Upon confirmation that the Visitor Approval Form has been approved, the unit completes all necessary pre-approval forms based on the expenses outlined in the Visitor Approval Form (e.g. Catering-Hosting Pre-Approval Form).
- 4.0 Once all necessary expense requests have been pre-approved, the unit can begin organizing/booking the necessary components of the visiting speaker visit.
- 5.0 Post-visit, the unit completes the necessary documentation for the reimbursement of expenses incurred during the visit and submits the documentation to the Finance office (e.g. Travel Claim Form).

### Related Links

[Travel – General Policy](#)

[Travel – Guests Lecturers and Other Official Visitors Policy](#)

[Hosting Policy](#)

[FoM Catering-Hosting Policy](#)

[Catering-Hosting Pre-approval Form](#)

[MUN Finance Online Forms](#)

[Visitor Approval Form](#)

[Schedule of Reimbursable Expenses](#)

## Visiting Speaker Procedure

### Appendix A

#### Visiting Speaker Expenses Guideline

All units are responsible for ensuring all expenses are in accordance with relevant MUN policies and procedures.

Visiting speaker expenses should be made at the **lowest obtainable cost**.

##### Travel

- Advanced Seat Selection is permitted. Preferred seating is **NOT** permitted.
- Lounge passes are not permitted.

##### Hosting Expenses

For the Visiting Speaker's presentation day, a unit can choose one (1) of the following three (3) options for hosting:

- 1. Lunch + Dinner**
- 2. Reception + Dinner**
- 3. Lunch + Reception**

Lunch (restaurant hosting)

- 2 people total (host and guest)
- \$25 per person

Dinner (restaurant hosting)

- 3 people total (host + guest + 1 faculty member or partner of guest)
- \$50 per person

Reception

- Maximum \$150 for catering



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### **Accommodations**

- Accommodation expenses will only be approved for the night prior to the speaking event and the night(s) of the event (e.g. if a visiting speaker is attending a 1 day event, accommodations will be covered for 2 nights).
- Additional accommodation expenses will not be reimbursed, unless under exceptional circumstances.

### **Per Diem Allowance**

- A per diem allowance will be provided to the visiting speaker for the travel day(s) and for any meals not hosted by the university during the event.
- Allowance amounts are outlined in the [Schedule of Reimbursable Expenses](#).

### **Honorarium**

- Maximum of \$1000, unless under exceptional circumstances where other funds are available (e.g. fundraised monies) for visiting speaker expenses, which have been approved by the appropriate unit head and the Dean of Medicine.