

ACLCP Policy Statement 002
Honoraria and Reimbursements

Section 1: Guest Speaker and/or Panelist

- A. Definition of:
A Guest Speaker and/or Panelist shall be defined as a person or persons not affiliated with or employed by an ACLCP member institution.
- B. Honorarium:
The amount of any honorarium is to be determined by the person and/or chair of the committee or group sponsoring the event where the Guest Speaker is making a presentation.
- C. Expenses of a Guest Speaker:
- It shall be the responsibility of the person and/or chair of the committee or group sponsoring [sponsor] the event where the Guest Speaker is making a presentation to request of the Guest Speaker that all receipts for food, lodging, and travel expenses be assembled and conveyed to the sponsor upon completion of the presentation.
 - Guest Speakers should not submit requests for reimbursement directly to the Treasurer.
 - The Sponsor shall then present to the Treasurer a *brief* cover memo outlining the event at which the expenses were incurred, to whom the check is to be made payable, and to where said check should be mailed.
- D. Registration Fees:
Guest Speakers shall be exempt from any and all registration fees associated with the ACLCP sponsored event at which they are presenting.

Section 2: ACLCP Speaker and/or Panelist

- A. Definition of:
An ACLCP Speaker and/or Panelist shall be defined as a person or persons affiliated with or employed by an ACLCP member institution.
- B. Honorarium:
ACLCP Speakers or Panelists shall not be eligible for an honorarium.
- C. Expenses of an ACLCP Speaker or Panelist:
Travel Expenses: ACLCP Speakers or Panelists shall not be eligible for travel expenses related to attending the event at which they are presenting.
Miscellaneous Expenses: ACLCP Speakers or Panelists may submit reasonable expenses to the Sponsor for presentation related items such as duplication of handouts, overheads, etc.
- D. Registration Fees:
ACLCP Speakers and/or Panelists shall be exempt from any and all registration fees associated with the ACLCP sponsored event at which they are presenting.

Section 3: Consortium Business

- A. Definition of:
Consortium business shall be defined as activities required to fulfill the duties of an office (either elected or appointed); attendance and fulfillment of duties associated with activities of standing

committees; and, attendance and fulfillment of duties associated with activities of an ad hoc committee or task force. Examples of fulfilling duties would be:

- Travel to *planning meetings* for ACLCP events.
- Travel to *Executive Committee* or *Governing Board* meetings.
- Postage and duplication expenses.

B. Eligibility:

A committee member or sponsor shall not be eligible for reimbursement for expenses related to attending the event when it is open to general attendance of the library staff of member institutions.

Section 4: Food and Refreshments

A. Definition of:

Refreshments shall be defined as beverages and finger foods. Refreshments shall not include "plate" and/or "boxed" lunches and/or dinners.

B. Eligibility:

ACLCP will reimburse from general funds an institution or chair (or a chair's designee) for refreshments (as defined above) served at the following:

- Governing Board meetings
- Executive Committee meetings
- General Spring or Fall meetings

Should a committee or sponsor of an event choose to include a meal as part of the activities, those costs should be covered by either the individual committee member or included as part of the registration fee.

Section 5: Travel

A. Definition of:

Travel shall be defined as physical transport in fulfillment of duties of office or committee membership.

B. Mileage:

A mileage rate for the use of a personal vehicle in fulfillment of duties of office or committee membership shall be reimbursed at the mileage rate defined by the IRS in that given year.

C. Tolls:

Highway tolls associated with travel in fulfillment of duties of office or committee membership shall be reimbursed.

Adopted by the ACLCP Executive Committee, Fall 1998.