

# THOMPSON RIVERS UNIVERSITY

## CUEF GUIDELINES

### Lecture Series

Requests for support of a speaker can be initiated by a student group or student society (with a faculty sponsor), by an individual faculty member or by a department. The talk/lecture must primarily benefit students.

- The fund will cover expenses associated with accommodation, travel, food and honoraria. For travel by car, reimbursement will be made for gas receipts (**not on the per/km basis that applies to TRU employees**).
- Original receipts are required for reimbursement.
- Travel should be in the most economical manner (a travel advance can be issued to the sponsor for an early airplane booking).
- The maximum allocation for each lecturer is \$1,200.
- The maximum amount CUEF will fund for honoraria is \$500 per speaker. The Sponsor must ensure that an Honoraria Request Form is completed, which can be downloaded from the TRU Finance website. This will facilitate the issuing of T4A slips at the end of the tax year.
- Guest speakers are encouraged to look for the best accommodation rate possible and a government rate if available. Reimbursement will be with receipts, based on double occupancy.

The maximum amount CUEF will fund for food is \$45 per day, with receipts. The following guidelines should be used:

Meals - \$45 per day maximum

- \$8 breakfast
- \$12 lunch
- \$20 dinner
- \$5 out of pocket expenses such as gratuities, portorage, etc.
- Generally CUEF will pay for no more than 2-3 people to join the guest speaker(s) for lunch; no more than 2 people for dinner. Most lecturers seem to prefer a small honorarium and a gift (TRU mug, tee-shirt, etc).
- Alcohol is not covered.
- The sponsor is required to submit a one page (maximum) report to the CUEF Committee (in electronic format to [lbutt@tru.ca](mailto:lbutt@tru.ca)) describing the outcome of their

event. The report should be in the appropriate format (see Report Standards Checklist at website: [http://www.tru.ca/cuef/Reports\\_standards\\_checklist.pdf](http://www.tru.ca/cuef/Reports_standards_checklist.pdf)), and submitted in the appropriate timeframe.

- Applications should be made on the CUEF Application form available on the website at <http://www.tru.ca/cuef/>, and require a TRU employee to sign it as sponsor (the TRU employee need not necessarily be required to attend the meeting) to confirm that the application is 'legitimate'.
- **Please submit the completed and signed application to Linda Butt, OM1643, at least 7 days prior to a regularly scheduled meeting. Applications must be received and reviewed by the Committee prior to the date of the event. Retroactive applications will not be considered.**
- The Faculty Sponsor is responsible for collecting receipts from the guest speaker(s) and submitting them to Linda Butt, and for disbursing the funds to the guest speaker(s) once the cheque is received from the Finance Department.