

GUIDELINES FOR COST ALLOCATION

Honorarium Policies

University Lecture - \$2,500

Messenger - 3-lecture series - \$7,500

6-lecture series - \$15,000

Travel

University Lecturers - Reimbursement at economy class.

Messenger Lecturers - Reimbursement at economy class for lecturer and his/her spouse or partner.

If any lecturer drives, mileage will be reimbursed at the current University rate.

Lodging

A maximum of **two nights lodging is allowed for a University Lecturer. Lodging for Messenger Lecturers is fully covered.** Personal charges are not covered in any event.

The accommodation expenses for a spouse or partner of a Messenger Lecturer will be covered.

Entertainment

University Lecture: Reception \$500; Dinner \$500.

Messenger Lecture -

- 3-lecture series: Reception \$500; Dinners \$750
- 6-lecture series: Reception \$500; Dinners (2) for a total of \$1500
- \$300 Statler card allowance for Lecturer to entertain students

In order to encourage interaction between students and lecturers (independent of faculty interaction), an optional \$250 may be applied for by an appropriate student group for a reception for either the University or Messenger Lecturers.

Publicity

The ULC will order the posters for University and Messenger Lectures, and will post them around campus. Announcement of the lecture will also be sent to the *Cornell Chronicle* and the *Cornell Daily Sun*.

Co-Sponsorship

The ULC will contribute to conferences and colloquia. Each funding request will be considered on an individual basis. Posters are usually prepared by the other party; if the ULC picks up the expense of posters, that amount is deducted from the total contribution.