

USUHS

INSTRUCTION





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



**SUBJECT: Guidelines for Authorization and
Reimbursement of Visiting
Lecturers and Scholars**

MAY 22 2009

Instruction 7006

(FMG)

ABSTRACT

This Instruction establishes uniform procedures for inviting Federal and Non-Federal visiting lecturers and scholars to the Uniformed Services University of the Health Sciences (USUHS) and determining the appropriate reimbursement.

A. Reissuance and Purpose. This Instruction reissues USUHS Instruction 7006^a.

B. References. See *Enclosure 1*.

C. Applicability. This Instruction is applicable to all departments at USUHS.

D. Policy.

1. USUHS has established a Visiting Lecturers and Scholars Program to:

a. Expand the breadth and/or depth of instruction and information for students and faculty.

b. Provide instruction in specialized areas where USUHS faculty expertise is limited.

c. Limit the number of full-time faculty by providing student access to certain highly specialized part-time teachers.

d. Enhance the Graduate and Continuing Education programs.

e. Disseminate knowledge about programs at the F. Edward Hébert School of Medicine, the Graduate School of Nursing, and USUHS programs to Federal and

civilian academic communities.

2. Honoraria will not be paid to Federal employees or Service Members. The level of payment of honoraria to non-Federally employed visiting lecturers and scholars will be based upon the usual and customary market rate and comparable with USUHS faculty salaries. In accordance with reference (b), the maximum honorarium that can be paid is \$2000 per day. Per guidance from the Deputy Secretary of Defense, DoD organizations are responsible for ensuring each payment is commensurate with the speaker's expertise and consistent with fiscal and federal regulations. With this in mind, honoraria for Assistant Professor level guests will be capped at \$500 per day. Guests of distinction who make a significant difference in the quality of our programs should be offered a higher amount up to the \$2,000 limit. Reference (c) includes University guidance.

E. Procedures. See *Enclosure 2*.

F. Responsibilities. The selection of highly qualified individuals in the fields of science and medicine to conduct lectures and seminars on specific topics and the negotiation of their honoraria is the responsibility of department Chairs/activity heads who must budget accordingly for the travel expenses and honoraria.

G. Effective Date. This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "Charles L. Rice". The signature is written in a cursive style with a long horizontal stroke at the end.

Charles L. Rice, M.D.
President

Enclosures:

1. References
2. Procedures
3. Reference (b): Deputy Secretary of Defense Memorandum ("Payment of Fees for Guest Speakers, Lecturers, and Panelists") dated April 3, 2007
4. Reference (c): USUHS Office of the President Memorandum ("Honoraria") dated September 16, 2008

REFERENCES

- (a) USUHS Instruction 7006, "Guidelines for Authorization and Reimbursement of Visiting Lecturers and Scholars," dated April 15, 1997 (hereby cancelled)
- (b) Deputy Secretary of Defense Memorandum dated April 3, 2007, "Payment of Fees for Guest Speakers, Lecturers, and Panelists"
- (c) USUHS Office of the President Memorandum dated September 16, 2008
- (d) USUHS Instruction 4502, "Uniformed Services University of the Health Sciences Travel Checklist," dated August 2, 2004

PROCEDURES

A. For Initiating Requests to Pay Visiting Lecturers and Scholars

1. Departments wishing to invite non-Federal lecturers or scholars and pay honoraria must enter a requisition (RXD) into the College and University Financial System (CUFS) at least 45 days prior to the guest's arrival to allow sufficient time for Contracting (CTR) to issue a purchase order. The RXD must indicate the invited lecturer's complete home mailing address, as is on their W-4, and also their Social Security Account Number. This is mandatory due to the Treasury's TUS Form 1099 requirements.

2. There are separate travel order requirements for non-**Department of Defense** and **Department of Defense** visitors when the USUHS department is paying the travel expenses. *(Non-Department of Defense Federal Employees and non-Federal employees' travel orders are processed in a similar manner as indicated in paragraph a. below.)*

a. Non-**Department of Defense** visitors are invited on Invitational Travel Orders (USUHS Form 5310) that must be prepared by the host USUHS department based on the USUHS Travel Instruction, USUHS Instruction 4502, **Tab C**.

b. **Department of Defense** employees and military members are required to have their travel orders issued by their employing agency.

If the traveler is at a command using the Defense Travel System (DTS), the travel order must be processed in DTS. The USUHS sponsoring department will prepare a Cross-Organization Request following the procedure in the University's DTS Business Rules Guide. If the traveler is at a command that does not use DTS, the USU sponsoring department will prepare a Travel Authorization (USUHS Form 7006) that is sent to the employee's or service member's agency for the preparation of the travel orders.

B. For Honoraria Reimbursement (Non-Federal Visitors Only)

1. Honoraria may be reimbursed by either a convenience check issued by the USUHS Contracting Office (CTR) or a Treasury check issued by the Defense Finance and Accounting Service (DFAS). For payment information contact USUHS/CTR at 295-3068. Federal employees and service members are not entitled to honoraria.

2. If USUHS is paying the travel expenses, the host department will assist the traveler in completing a DD Form 1351-2 Travel Voucher and submitting the completed voucher, receipts, and a copy of the travel order to the Travel Pay Branch in A1040B. Reimbursement is based on the entitlements outlined in the Joint Federal Travel Regulations.



DEPUTY SECRETARY OF DEFENSE
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APR - 3 2007

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Payment of Fees for Guest Speakers, Lecturers, and Panelists

On January 5, 1995, the Deputy Secretary established a policy that fees paid by DoD organizations for individuals to conduct speeches, lectures, and presentations in amounts greater than \$500 must be approved by the next higher organizational echelon.

In order to increase the Department's flexibility and ability to compete for individuals of higher caliber and expertise, the level of approval authority has been increased from \$500 to \$2,000.

It is understood that the intent of the original policy is still appropriate. DoD organizations remain responsible for ensuring that each payment is commensurate with the speaker's expertise and consistent with fiscal and federal regulations.





OFFICE OF THE
SECRETARY

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
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September 16, 2008

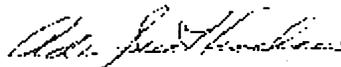
MEMORANDUM FOR DEPARTMENT CHAIRS, PROGRAM DIRECTORS

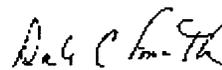
Subject: Honoraria

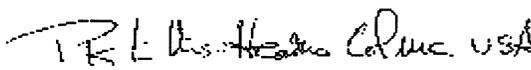
The University is in the process of revising Instruction 7006 "Guidelines for the Authorization and Reimbursement of Visiting Lecturers and Scholars" and has received new guidance from the Department of Defense which raises the maximum honorarium to \$2000 per day vice the \$500 which had been in place since 1995. (Higher honoraria are still possible but require the University President to petition ASD(HA) for permission.) In raising the limit Deputy Secretary of Defense noted that the intent of the policy remained consistent—each organization is "responsible for ensuring that each payment is commensurate with the speaker's expertise and consistent with fiscal and federal regulations."

We have developed a habit of giving virtually all guests entitled to an honorarium the full amount because the limit was set so low; we need to change our behavior. We propose as general guidance that we leave the honorarium for Assistant Professor level guests at \$500. Guests of distinction who make a significant difference in the quality of your program should be offered significant honoraria, perhaps the whole \$2000. You should develop internal policies for your department or program on levels of scholarly distinction in between these two extremes. IT IS YOUR BUDGET; you make the decision but you must stay within your budget, and no additional funds will be added to your budget based solely on this new authority.


Larry W. Laughlin, M.D., Ph.D.
Dean, School of Medicine


Ada Sue Himsnaw, Ph.D., R.N., FAAN
Dean, Graduate School of Medicine


Dale C. Smith, Ph.D.
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Director, AFRRJ

Learning to Care for Those in Harm's Way