

Speaker Fees and Honoraria at
MISSISSIPPI STATE UNIVERSITY
OPERATING POLICIES AND PROCEDURES

PURPOSE

To provide guidelines to departments and employees regarding honoraria or other compensation paid to visiting speakers participating in university events and activities.

POLICY

Mississippi State University recognizes that visiting speakers from academia, business and industry, government and other fields make immense contributions to the academic, cultural and social life of the university.

To ensure that expenditures associated with guest speaker appearances are maintained at appropriate levels, a maximum fee of \$2,000 may be paid to any guest speaker participating in a university event or activity. Speakers may, however, be reimbursed for actual and appropriate expenses associated with a visit, such as those for travel lodging, and meals.

This policy may be appealed to the President's Chief of Staff, and exceptions may be granted on a case-by-case basis, provided that such approval is sought and given prior to any commitment to a prospective speaker concerning honoraria or other compensation.

Review

The Chief of Staff is responsible for the review of this operating policy every four years or as needed.

OP 01.24
02/07/07

REVIEWED:

/s/ Michael J. McGrevey
Chief of Staff

01-18-07
Date

/s/ Don Zant
Director of Internal Audit

01-22-07
Date

/s/ Charles Guest
General Counsel

01-23-07
Date

APPROVED:

/s/ Robert H. Foglesong
President

02-07-07
Date