



DEPARTMENT OF THE NAVY

NAVAL POSTGRADUATE SCHOOL
1 UNIVERSITY CIR
MONTEREY CA 93943-5000

IN REPLY REFER TO:

NAVPGSCOLINST 7200.1L
21

10 May 07

NAVPGSCOL INSTRUCTION 7200.1L

Subj: FEES AND EXPENSES PAID TO VISITING LECTURERS/PANELISTS

Ref: (a) Joint Travel Regulations (JTR)
(b) Deputy SECDEF Memo dtd 3 Apr 07
(c) NAVPGSCOLINST 4650.4G dtd 8 Mar 07

Encl: (1) Payments to Visiting Lecturers/Panelists Memorandum
(2) SF 1034/Public Voucher for Purchases and Services
Other than Personal

1. Purpose. To provide uniform policy guidance and procedures for paying Naval Postgraduate School academic programs guest lecturers' fees and expenses. This instruction changes the approval authority for payment.

2. Cancellation. NAVPGSCOLINST 7200.1K. This instruction has been completely revised and should be read in its entirety.

3. Scope. This instruction is applicable to all guest lecturers invited to participate in School programs.

4. Policy. It is the policy of the Naval Postgraduate School (NPS) to offer a fee for services rendered and reimbursement for expenses to each invited non-DoD guest lecturer. In order to make payment of fees and/or travel expenses, one or more of the following procedures will be used. Military and federal civilian guest lecturers will receive only travel and per diem payments in accordance with reference (a).

a. Honorariums are fees paid for guest lecturers/panelists. They are intended for one-time events only. Honoraria for multiple day events should be used only in exceptional circumstances. Generally, payment for multiple day events should be done through a technical service contract. Using honoraria as payment for consulting and/or work and services is prohibited.

b. Invitational Travel Order (ITO). With the ITO, a Government Transportation Request will be used, and payment for per diem and expenses will be in accordance with reference (a). ITOs will be initiated in accordance with reference (c). An ITO is proper and authorized for an interview and evaluation of prospective faculty. If an honorarium is used in conjunction with a prospective new faculty hire, it shall not be used to defray travel expenses. No individual will commit a fee or expenses to a guest lecturer/panelist without prior authorization from a member of the staff having control of funds for this purpose.

c. Honorarium fees up to \$1250 for any one speaker require the concurrence of either a Dean, Executive Director, or Provost, as appropriate. Honorarium fees between \$1250 and \$2000 for any one speaker require the concurrence of the President or Chief of Staff. Reference (b) requires honorarium fees in excess of \$2000 for any one speaker be approved by Vice Chief of Naval Operations.

5. Action.

a. Honorarium. Submit an original and two copies of enclosure (1) with the original of enclosure (2) in the amount of the fee.

(1) Convenience Check as a means of payment. If there are mitigating circumstances that warrant an immediate and direct payment of an honorarium to a visiting lecturer/panelist, the Comptroller may authorize the use of a Convenience Check to facilitate that payment. Mitigating circumstances would include the lack of an acceptable banking facility by the lecturer/panelist, or any undue delay not the fault of the lecturer/panelist. The same submittal as per (a.) above is required. Two weeks advance notification of a need for a Convenience Check is required to assure a timely disbursement.

(2) Issuance of the 1099. If a Convenience Check is used as payment of an honorarium, the Comptroller's Office will issue the 1099 to the lecturer/panelist at calendar year's end.

(3) Service fees related to the use of a Convenience Check will be charged to the same account as the check.

b. Travel involving ITOs in combination with a fee. Submit the original and two copies of enclosure (1) with the original SF 1034, enclosure (2), in the amount of the fee. In addition, submit ITOs per reference (c). A copy of the ITO is to be attached to the request for an honorarium.

c. Enclosure (2) should reflect proper accounting data and indicate the name and address of the payee. The Comptroller's Office must be notified immediately of any cancellations in order to avoid erroneous payments.

d. ITO and honoraria requests should reach the Comptroller within ten working days prior to services performed. Those requests requiring approval should be submitted to the President via the Chain of Command three weeks prior to the start of travel.



DAVID A. SMARSH

Distribution:

<http://intranet.nps.navy.mil/code00/Instructions/index2.html>

MEMORANDUM

From: (List your name and Dept here)
To: Disbursing Section, DFAS-CHAR One Bill Pay
Via: NPS Comptroller Department

Subj: PAYMENTS TO VISITING LECTURERS/PANELISTS

Ref: (a) NAVPGSCOLINST 7200.1L

1. Per reference (a), an honorarium in the amount of \$ _____ is just and proper payment to _____, SSN _____,

Home address:

_____ for professional services performed at the Naval Postgraduate School, Monterey, California on _____. The purpose of the visit and the nature of the service to be provided are:

- 2. The visiting lecturer
 - () Is not an employee of the Federal Government
 - () Is not a U.S. Citizen

3. Visiting lecturer is to travel from

(City) (State)

Mode of travel (POV, Commercial Air, etc.)

4. An ITO will / will not be requested. Cost Estimate for ITO (not paid with fee). (Copy of ITO attached) \$ _____

- 5. Please () mail check to payee's home address
- () EFT Honorarium Fee directly to Payee

(Requestor)

(Authorized Fund Administrator)

(Division Dean)

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO.			
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION			DATE VOUCHER PREPARED		SCHEDULE NO.				
			CONTRACT NUMBER AND DATE		PAID BY				
			REQUISITION NUMBER AND DATE						
PAYEE'S NAME AND ADDRESS			DATE INVOICE RECEIVED		DISCOUNT TERMS				
			PAYEE'S ACCOUNT NUMBER		GOVERNMENT B/L NUMBER				
			SHIPPED FROM			TO		WEIGHT	
			NUMBER AND DATE OF ORDER		DATE OF DELIVERY OR SERVICE		ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>		QUANTITY
						UNIT PRICE COST PER			
						AMOUNT (1)			
						TOTAL			
(Use continuation sheet(s) if necessary)									
PAYMENT:		APPROVED FOR = \$		EXCHANGE RATE = \$1.00		DIFFERENCES			
<input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		BY 2				Amount verified; correct for			
		TITLE				(Signature or initials)			
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.									
		_____ (Date)		_____ (Authorized Certifying Officer) 2		_____ (Title)			
ACCOUNTING CLASSIFICATION									
PAID BY	CHECK NUMBER		ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER		ON (Name of bank)		
	CASH \$		DATE		PAYEE 3				
1 When stated in foreign currency, insert name of currency. 2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3 When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John					PER				
					TITLE				

Previous edition usable.

NSN 7540-00-900-2234

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.