

TITLE: Speaker Fee Guidelines

Date: 06/01/2013

Approval:

Original Approval: 06/01/2013

Colorado HFMA Chapter Board President

Reviewed: Majority Board Approval

Revised: 04/25/2014

**Cross-Reference

Purpose: To ensure speakers are equitably reimbursed for their services and expenses.

Policy:

1. Government employees may not receive payment or gifts for their services and expenses. A thank you note is appropriate.
2. Providers and Vendors do not receive payment for their speaking services. A thank you note and gift is given. The amount and type of gift is determined by the Program Committee; precedence is a \$25.00 gift card.
3. Providers receive mileage and may receive one night's hotel, depending on the distance traveled.
4. Refer to the annual budget for the planned conference before making agreements with paid speakers.
5. Paid speakers receive maximum airfare of \$500.00 without approval. The Program Committee then has the opportunity to look for a cheaper fare.
6. Paid speakers generally receive one night hotel. Distance traveled is taken into consideration and additional nights may be approved.
7. In-room internet is reimbursed if not offered by the hotel.
8. Paid speakers' meals are reimbursed up to \$50.00 per day if not provided by the Chapter during the program.
9. Shuttles, taxis, and car rentals are reimbursed up to \$100.00 per day maximum. The Chapter President may make an exception on a case by case basis in regards to the distance between the origin and destination.
10. Alcohol and non-essential (i.e. gum, candy, etc.) expenses are excluded from reimbursement.
11. Tipping is reimbursed up to 20%.
12. Receipts are required before reimbursement is distributed for any expenses which are documented on the HFMA-approved reimbursement form.