

# College of Arts & Letters

## Updated guidance on commonly asked questions re: R&PD spending, meals and entertainment, and honoraria expenses

February 22, 2022

This guidance updates policies published on August 12, 2020.

### Expenses that may be incurred without advance approval:

Direct costs of research such as books, materials, translations, library/archive reproductions, software, non-computer equipment, and human subjects honoraria.

Publication subventions, image permissions, editing and indexing fees.

Books and materials needed for teaching.

Up to five professional memberships per year (beyond five professional memberships requires associate dean approval). Memberships longer than three years in duration (e.g. lifetime memberships) are not allowed.

Registration fees for conferences or workshops.

Undergraduate and graduate student research assistants. Please use the undergraduate hourly rates set by the university, which are located [here](#). The rates of pay for graduate research assistants are \$15/hour - \$18/hour. Exceptions to these rates must be approved in advance by the associate dean.

Costs incurred for research-based domestic travel. "Travelers must book the lowest price nonstop (when available) coach class airfare that reasonably meets the traveler's schedule" (please see page 12 at this [link](#) for more information).

Note that [travel.nd.edu](http://travel.nd.edu) (Anthony Travel) is the preferred method for booking airfare (it allows the airfare to be charged to a foapal, facilitates changes to itineraries, and provides assistance with unexpected disruptions while traveling).

The College will only reimburse for car service (e.g. to Midway or O'hare) up to a limit of \$150 each way.

## Technology Purchasing Guidance

All technology purchases must be made through BuyND. Reimbursement for technology purchases outside of BuyND requires prior approval from the IT Director for the College of Arts and Letters. Requests can be initiated by submitting the [Technology Purchasing Assistance form](#).

The following technology purchases **must** be made via ALCO: computers, mobile devices, servers of any form factor, docking stations, and laptop batteries; software and information systems; printers of any kind; network devices (including networked storage); and television, audiovisual and projection equipment.

The following items may be independently purchased through BuyND without going through ALCO: mice, keyboards, Apple Pencils, monitors, webcams and cameras, external hard drives (that will never be used as the sole/primary location to store or back up data), standalone scanners, adapters, cables, surge protectors & Uninterruptible Power Supplies, and non-laptop batteries (e.g. AA's, AAA's, etc.).

For more detailed information on technology purchasing guidance, please refer to [this KB Article](#).

## Expenses that require prior authorization

Until further notice, University-related international travel must be approved in advance by a vice president or dean. In addition, all international travel must be registered at <https://ndi-tr.nd.edu/>.

Hiring of any temporary staff or staff positions. These must be coordinated in advance through the Senior Director, Finance and Administration (Michelle LaCourt, [mlacourt@nd.edu](mailto:mlacourt@nd.edu); 574-631-7340).

## Expenses that continue to be prohibited

- Supplies for home use.
- Non-student workers (including former students, spouses of grad students, etc.). If you are interested in hiring temporary staff that are former students, spouses of graduate students, etc please reach out to Michelle LaCourt, Sr. Director of Finance and Administration in advance (per the temporary staff language in Expenses that require prior authorization).

## Honoraria

The following suggested limits are for in-person presentations. For virtual (Zoom, etc.) presentations, the limits are 60% of the in-person rates.

Limits on honoraria for external speakers (for seminars/colloquia/etc. outside of classes):

- No more than \$500 from any combination of R&PD and departmental (ie 100000) funds
- No more than \$1000 from any combination of restricted funds (Endowments, gifts, grants)
- R&PD, departmental and restricted funds may be combined to a maximum of \$1500

Limits on honoraria for external speakers (lectures in class):

- No more than \$250 for a single lecture, and \$350 if they give the same lecture to two different sections. A single speaker should be invited for no more than two distinct lectures.

Honoraria to speakers of significant stature may exceed these limits. Final decisions on honoraria that would exceed \$5000 should be made in consultation with the appropriate divisional dean.

## Meals

For meals with external guests, whether in South Bend or elsewhere, reimbursements (from R&PD accounts, endowed funds, department funds) should be limited to an average of \$100/person for dinners, \$40/person for lunches, and \$25/person for breakfasts (inclusive of tax and gratuity).

For meals with only ND employees (and perhaps partners) that have a business purpose, reimbursements should be limited to \$60/person for dinners, \$40/person for lunches and \$20/person for breakfasts.

Reimbursement for personal meals while traveling (for research, conferences, etc) should be submitted as a per diem expense at the government rate for the relevant city/location. Receipts for meals that exceed the per diem amount will not be reimbursed. In circumstances where the need for an exception to these limits is anticipated, pre-approval from the divisional dean should be obtained.