Speakers Bureau Rate Sheet

Please upload supporting documentation and receipts on Speakers Bureau Reimbursement Form

Presentation Hourly Rate $50.00

Presentation Types

● Full day (6 hours)
● ½ day (3 hours)
● Evening presentation (2 hours)

Travel Expenses Per diem rates (per CONUS)

● Lodging
  ○ Greater than 120 miles from home
  ○ Full day presentation = 1 night’s lodging
  ○ Exceptions will be considered

● Meals Per diem rates (per CONUS)
  ○ If not provided (by hotel or host)

● Mileage Current GSA mileage rate
  ○ Greater than 60 miles (from your home or work)

● Incidentals $5.00