



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 7200.2  
5/Comptroller  
06 JUN 1996

USNA INSTRUCTION 7200.2

From: Superintendent

Subj: PAYMENT OF FEES AND EXPENSES FOR GUEST SPEAKERS, LECTURERS  
AND PANELISTS

Ref: (a) Joint Travel Regulations  
(b) Deputy SECDEF memo of 6 Jan 95 (NOTAL)  
(c) USNAINST 4651.2F

Encl: (1) Sample Honorarium Request/Certification  
(2) Public Voucher for Purchases and Services other than Personal (SF 1034)

1. Purpose. To provide uniform policy guidance and procedures for the payment of fees and expense to guest lecturers utilized in the Naval Academy programs.

2. Scope. This instruction is applicable to all Naval Academy Cost Centers that may invite guests/lecturers to participate in Academy Programs. Appropriations available for citation of honorarium are Operation and Maintenance, Navy and Museum and Gift funds.

3. Policy. The Naval Academy will at times offer a fee for services rendered and reimbursement for expenses to invited non-DOD guest lecturers. To make payment of a fee and/or travel expenses, one or a combination of the below procedures will be used. Military and federal civilian guest lecturers will receive only travel and per diem payments in accordance with reference (a).

a. Honorarium - a procedure for the authorization of payment of a fee for service rendered by the lecturer/panelist. Honoraria 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 (2 days or more) 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) - a procedure for the authorization and payment of travel expenses and per diem paid in accordance with reference (a). With the ITO, a Government Transportation Request will be utilized; and payment for per diem and expenses will be in accordance with reference (a). If honoraria are used in conjunction with a prospective new faculty hire, it shall not be used to defray travel expenses. For interviews and evaluations of prospective faculty, an ITO is proper and authorized.

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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. Department Chairs are authorized to approve honoraria for one-time events up to \$250 and Division Chairs/Cost Center Heads amounts up to \$500. Per reference (b), fees in excess of \$500 will be approved by higher authority within the Naval Academy. Fees above \$500 or multiple-day events will be approved by the Major Cost Center Head (Superintendent, Commandant, Academic Dean & Provost, Deputy for Operations, Deputy for Management, Admissions, Naval Station). Fees above \$1,000 per day or a total exceeding \$1,250 require the concurrence of the Superintendent.

4. Action. Request for Honoraria will be authorized and submitted to the Comptroller on enclosures (1) and (2) at least 1 week prior to the date the service is to be performed. A request for approval of ITO travel will be forwarded to the Department Chair at least 2 weeks prior to the beginning of travel.

a. Honorarium - Original and two copies of enclosure (1) with the original SF1034, enclosure (2), in the amount of the fee.

b. Travel involving ITOs in combination with a fee - Original and two copies of enclosure (1) with the original SF 1034, enclosure (2), in the amount of the fee. The ITO will be requested and liquidated per reference (c). A copy of the ITO is to be attached to the request for 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.



C. R. LARSON

Distribution:

A-I

06 JUN 1996

## MEMORANDUM

From: (Department)  
 To: Personnel Support Activity Detachment, Annapolis  
 Via: Comptroller

Subj: PAYMENT OF FEES AND EXPENSES FOR GUEST SPEAKERS, LECTURERS  
 AND PANELISTS

Ref: (a) USNA INSTRUCTION 7200.2

Encl: (1) ITO (if applicable)

1. Per reference (a), an honorarium in the amount of \$\_\_\_\_\_ is just and proper for payment to\_\_\_\_\_, SSN\_\_\_\_\_, home address\_\_\_\_\_ for professional services performed at the U.S. Naval Academy, Annapolis, MD 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 Invitational Travel Order (ITO) will/will not be requested. Cost estimate for ITO (not paid with fee) (copy attached) \$\_\_\_\_\_

5. Please  mail check to payee's home address  
 hold check to be picked up for delivery to payee  
 other disposition of check (specify)

\_\_\_\_\_  
 (1) Requestor

\_\_\_\_\_  
 (2) Authorized Fund Administrator

\_\_\_\_\_  
 (3) DeptChair/Div Chair/Cost Ctr Head

\_\_\_\_\_  
 (4) Major Cost Center Head (if applicable)

\_\_\_\_\_  
 (5) Superintendent (if applicable)

Enclosure (1)

Standard Form 1034  
September 1973  
4 Treasury FRM 2000

# PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

VOUCHER NO. 06 JUN 1996

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION  
Department  
U. S. Naval Academy  
(Street Address)  
Annapolis, MD 21402-XXXX

DATE VOUCHER PREPARED  
01 January 1996  
CONTRACT NUMBER AND DATE  
REQUISITION NUMBER AND DATE  
N0016196MDXXXXX

SCHEDULE NO.  
PAID BY  
DATE INVOICE RECEIVED  
DISCOUNT TERMS  
PAYEE'S ACCOUNT NUMBER  
GOVERNMENT B/L NUMBER

PAYEE'S NAME AND ADDRESS  
Joe Doe SSN: 123-45-6789  
123 Main Street  
Anytown, MD XXXXX-XXXX

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>	QUAN-TITY	UNIT PRICE		AMOUNT (1)
				COST	PER	
	01/01/96	Honorarium for Guest Lecture	1	200.00	day	\$200.00

(Use continuation sheet(s) if necessary) (Payee must NOT use the space below) TOTAL \$200.00

PAYMENT:	APPROVED FOR	EXCHANGE RATE	DIFFERENCES
<input type="checkbox"/> COMPLETE	= \$	= \$ 1.00	
<input type="checkbox"/> PARTIAL	BY 2		
<input checked="" type="checkbox"/> FINAL	(Name of Approval Signature)		
<input type="checkbox"/> PROGRESS	TITLE	Amount verified; correct for	
<input type="checkbox"/> ADVANCE	(Title of Approval Signature)	(Signature or initials)	

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.  
Ramona M. Quinn Accounting Officer  
(Date) (Authorized Certifying Officer) 2 (Title)

ACCOUNTING CLASSIFICATION  
AA 1761804.11L0 000 00161 0 068892 2D DXXXXX 001616XX40QQ \$200.00

PAID BY	CHECK NUMBER ON TREASURER OF THE UNITED STATES	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 Doe."  
 PER TITLE