



## Departmental Named Lecture Series Guidelines

The purpose of this document is to outline guidelines and processes, and to assist in the planning, of the Department's Named Lecture Series, including:

- The Peter H. Brieger Memorial Lecture Series
- The J. Walter Graham Lecture Series
- The Ydessa Hendeles Art Foundation Distinguished Visitor in Fine Art
- The W. Bernard Herman Lecture Series

These guidelines are intended to outline acceptable practices so that the seminar budgets will sustain all scheduled events throughout the academic year.

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### 1. Scheduling & Invitation

- Guest speakers must be discussed with the Chair and approved of in advance of any (in)formal invitation to the speaker.
- Normally, speakers should be scheduled to visit during the academic term. It is expected that visit dates for the fall speakers (September–December) be scheduled by **mid-August** and winter speakers (January–April) be scheduled before the **Winter Holiday** closure.
- Once a guest speaker and [honorarium](#) have been agreed on, the host faculty must notify the Chair's Office of the speaker's name, affiliation, email address, and agreed upon lecture date(s) as soon as possible.  
A formal letter of invitation will be sent to the guest speaker by the Chair's Office.

### 2. Honorarium

- The **maximum honorarium** for a guest speaker invited to participate in a named lecture series is **\$1,500 CAD**. The honorarium must be discussed with and approved by the Chair in advance of any discussions with the speaker.
- The honorarium should be quoted in Canadian dollars, not USD or other currency.
- For Canadian and Non-Canadian Residents (paid in CDN\$):
  - These payments are considered T4A income (no income tax deducted at source), thus it will be processed on the University payroll system. At year end, the University will issue a T4A tax form for residents and a T4A NR for non-residents.
  - For Non-Canadian Residents, honorarium payments are subject to a 15% withholding tax as required by the Canadian government (unless a Regulation 105 tax waiver is obtained from Revenue Canada).
- Further details on honoraria may be discussed with the department's Business Officer.

### 3. Host Responsibilities

- The faculty member that nominates a guest speaker will act as host during their visit or arrange for alternate hosting arrangements.
- **Itinerary:** The itinerary will be drafted by the Chair's Office in coordination with the host. The host is responsible for providing the names of faculty and students that are recommended to meet with the speaker (e.g., for one-on-one meetings, the graduate student lunch, dinner(s), etc.).
- **Lecture:** The host is expected to attend the lecture, introduce the speaker, and coordinate questions.
- **Meals:** Guidelines on host meal allowances for guest speakers are outlined [below](#).

### 4. Air & Rail Travel

- The Chair's Office books travel to/from Toronto for the guest speaker in coordination with the department's travel agent.
- The normal travel cost which will be supported is a return economy airfare. The least expensive economy class ticket is booked as far in advance of departure as possible to ensure the best possible rate is obtained.<sup>1</sup>
- Seat upgrades are typically not eligible.
  - If a first/business class or premium economy seat is requested, only the cost of the least expensive economy class ticket will be covered by the department. The guest speaker or the host will be responsible for covering the difference in ticket cost.
- Moderate costs incurred travelling between the airport, train station, hotel, and/or campus venue(s) will be covered. Speakers will be reimbursed for their own ground transportation and meals after they have visited.

### 5. Accommodation

- The Chair's Office will arrange housing for guest speakers. The InterContinental Toronto Yorkville is the preferred hotel for guest speakers. An equivalent hotel may be booked if accommodation at the InterContinental Toronto Yorkville is not available.
- The Department will book and cover accommodation according to the following guidelines:
  - **3 nights' stay** for guest speakers travelling within North America
  - **4 nights' stay** for guest speakers travelling from outside of North America
- Hotel stays are directly billed to the department and cover room and tax only. Please do not make and pay for hotel reservations for guests as the department is able to get discounted rates and obtain direct billing.

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<sup>1</sup> <https://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#airrailtravel>

- In-hotel expenses: The speaker will have to pay in-hotel expenses on check-out and submit receipts for reimbursement; however, telephone use or other personal expenses will not be reimbursed.
- Exceptions to the above must be requested by the faculty host prior to visit for approval by the Chair.

## 6. Hospitality/Meal Allowance

- Any meal expenses incurred solely by the speaker during their stay or in transit will be reimbursed separately.
- The department will reimburse the cost of meals for the speaker and typically up to two faculty members (i.e., host faculty, Chair or Associate Chair). Other than the speaker, all attendees must be U of T personnel or have a business reason for attendance.
- Numbers for the student/post-doc lunch and faculty dinner must be finalized at least one week prior to the event for the Chair's Office to make reservations.
- **Graduate Student/Post-doc Lunch:**
  - To occur on the day of the seminar.
  - 4–5 students/post-docs as suggested by the host.

Where possible lunch should encourage participation by graduate students and post-docs. This is an informal meeting intended to be an opportunity for students to discuss their research with the speaker and talk about career trajectories in a casual environment.

- **Faculty Dinner (food and beverages):**
  - One dinner with the guest speaker attended by the host faculty member will be covered by the department.
  - Up to 10 guests
  - The department will not cover food and drink expenses for individuals not affiliated with the department or University (e.g., not spouses of faculty).
  - For reimbursement processing, an expense reimbursement form must be completed by the host and submitted after the dinner. The names of all individuals contributing to the receipt's total cost must be included with the reimbursement form.
  - Original, dated restaurant receipts are required for reimbursement of actual expenses (i.e., detailed restaurant bill). Please note the credit card receipt may be used to substantiate the restaurant gratuity.
- **Alcohol Expenses:** The department recognizes moderate alcohol consumption is part of conventional hospitality practices; however, as a public funded educational institution the reimbursement of alcohol will be restricted as per the following guidelines:
  - Reimbursement for alcoholic beverages will be based on a maximum of one (1) drink per person.
  - A minimum of two attendees must be present.
  - Incurred expenses should be paid for by the most senior University of Toronto person in attendance.<sup>2</sup>

<sup>2</sup> <http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#hospitality>

## 7. Reimbursement Process

- Requests for reimbursement should only be submitted after the event.
- Complete the [Personal Expense Reimbursement form](#).
- Sign the form as claimant and submit to the appropriate authority for approval, along with the original receipts, itemized receipts if necessary.
- Credit card statements may be required in cases where proof of payment has not been provided.
- Once approved by the appropriate authority, the documentation will be forwarded to the department's Business Officer for processing.
- After the reimbursement has been entered into the system you will receive a cheque within 2–4 weeks.

**Note:** A cheque will be delivered to the address indicated on the reimbursement form. Direct deposit will be arranged for active employees who are on the U of T payroll system.