

Distinguished Lecturer Honoraria Policy



INTRODUCTION

The Distinguished Lecture Program allows Student Branches and Professional Sections the opportunity to arrange for a speaker of their choice for a Branch and Section event. An honoraria will be paid to the Distinguished Lecturer (DL) by AIAA to cover typical travel related expenses.

This policy is intended to:

1. Be fair and consistently applied
2. Streamline the process and increase efficiency
3. Meet IRS requirements and ensure compliance

HONORARIA PAYMENT GUIDELINES

The honoraria payment a Distinguished Lecturer will receive after their AIAA speaking engagement will vary based on distance traveled. Honoraria payments are intended to compensate for round trip AIAA-related business travel expenses and will be calculated using the distance traveled one-way between the DL's departing city and the city where their speaking engagement is held. The travel distance and the corresponding honoraria payment designated will be classified using the four categories below:

TRAVEL DISTANCE LEGEND (ONE WAY)		
LEVEL 1	150 MILES OR LESS	\$250.00
LEVEL 2	151 TO 500 MILES	\$600.00
LEVEL 3	501 TO 1,500 MILES	\$850.00
LEVEL 4	1,501 MILES OR MORE	\$1,100.00

Distinguished Lecturers who fly to their AIAA speaking engagement will be required to provide a copy of their flight itinerary, including departure/arrival locations, for documentation. For the DL's who drive to their speaking engagement the one-way distance calculation will be based on the DL's starting location to the location of the speaking engagement.

MULTIPLE SPEAKING ENGAGEMENTS

On occasion, a Distinguished Lecturer is requested to speak for consecutive days at one location, or the DL will travel to a different city for back-to-back speaking engagements. In these instances, the DL will receive two distinct honoraria payments. For the situation wherein a DL stays in the same location for a two day speaking engagement, the DL's second honoraria payment will be of the Level 1 designation equating to \$250.00. For the situation wherein a DL travels to a new location for their second speaking engagement, the one-way distance traveled will be calculated from the DL's first AIAA speaking engagement to the the city of their second AIAA speaking commitment.

Example 1 - DL travels from Los Angeles to New York for a two day speaking engagement.

- DL's first honoraria payment will be of the Level 4 designation equaling \$1,100.00 (2,777 Miles)
- DL's second honoraria payment will be of the Level 1 designation equaling \$250.00 (0 Miles)

Example 2 - DL travels from Los Angeles to New York for first lecture, then from NY to Cleveland for their second lecture.

- DL's first honoraria payment will be of the Level 4 designation equaling \$1,100.00 (2,777 Miles)
- DL's second honoraria payment will be of the Level 2 designation equaling \$600.00 (463 Miles)

EXCEPTIONS

Due to unforeseen circumstances (i.e. weather-related problems), a DL may be forced to adjust their travel schedule and may incur additional expenses. AIAA reserves the right to amend the Distinguished Lecturer Honoraria Policy in these rare instances to compensate for situations that are beyond a DL's control. Exceptions to set policy will be handled on a case by case basis. Please contact AIAA's Manager, Member Communities in the event an unanticipated situation occurs which impacts a DL's originally scheduled travel plans.

W-9 FORM

A W-9 Form must be submitted to AIAA's Manager, Member Communities prior to a Distinguished Lecturer's first honoraria payment. AIAA cannot process an honoraria payment without W-9 Form on file for a DL, nor can AIAA retroactively pay a DL if they decline the honoraria initially but then choose to accept it at some point in the future. The DL should use their full, legal name when completing the form.

****Note: This policy does not contain specific tax advice and is not intended to convey tax advice. Please consult your personal tax advisor with respect to the taxation of the honoraria payments and the ability to claim ordinary and necessary lecture and travel expenses as deductions.****
