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Office of the Vice Chancellor for Research and Intellectual Property Management  
UH System

Office of the Vice President for Research  
University of Houston

Memorandum

March 9, 2004

To: Deans, Directors, and Department Chairs

From: Dr. Arthur C. Vailas  
Vice President for Research

Subject: Speaker Fees and Speaker Travel Expenses

In a continuing effort to provide more efficient service, the Division of Research has eliminated the practice of requiring a consulting/service agreement to pay a speaker's fee and related travel expenses. The PI or Dept Chair typically provides a letter to the prospective speaker inviting him/her to give the talk and explaining that a speaker fee and travel expenses will be paid. This letter will suffice as backup for establishing the arrangement and making the payment.

The purpose benefit statement included on the voucher (payment) provides the justification, i.e., ties the charge to the conduct of the research, and the PI request for payment initiates the charge and serves as his/her certification. Any sponsor and/or UH restrictions remain in place. Please contact your Research Administrator in the Office of Contracts and Grants with any questions.

c: Jerald W. Strickland  
John M. Rudley  
Jim C. McShan  
Scott S. Perry  
DBA/CBA

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**Cotright, Lasaundra B**

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**From:** Boozer, Thomas L [TLBoozer@Central.UH.EDU]  
**Sent:** Tuesday, March 09, 2004 4:36 PM  
**To:** Grimmet, Rosemary M; Warren, John P; Aziz, Fauzia ; Brougher, Deborah; Castruita, Marisol; Dehoop, Patricia L; Dowell, Debborah ; Gador-Manry, Merrylyn ; Gavranovic, Thomas J; Gilani, Asma; Morris, Judy J; Ramirez, Becky G; Travis, Robert D; Upton, Gerri; Willrich, Heather J  
**Subject:** Speaker Fees and Speaker Travel Expenses

Please see the attached memo on speaker fees and speaker travel expenses.  
Lee

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<<Speaker Fees and Speaker Travel Expenses.PDF>>