

Centre for Liberal Arts and Social Sciences Funding Guidelines

Airfare

An Economy class return ticket from place of origin. (e.g USA-SIN-USA)

Accommodation

Accommodation at NEC (up to \$160/night) is supported for the duration of the event. For Conferences/Workshops, accommodation at a higher cost for prominent speakers may be considered upon request and subject to approval by CLASS.

Catering for actual event days

Lunch/Dinner capped at \$13 per pax

Tea capped at \$10 per pax

Conference/Event Dinner

Up to \$50 including drinks per person, a list of names and participation status to be submitted. (E.g., keynote speakers, organizer or distinguished guests).

For processing of reimbursements, workshop and conference lunch/dinner with deliverables **must be included** in the program schedule and description under the integrated claims system.

Honorarium/ Per diem/ Stipend Payment Guideline

- (a) Per diem is normally \$80/day
- (b) For invited local speakers, vouchers of up to S\$150 may be provided. For distinguished speakers from industry and other fields, an honorarium of up to S\$500 may be provided.
- (c) For distinguished overseas speakers, an honorarium of up to S\$2,000 may be provided.
- (d) For visiting scholars, a stipend of up to \$3000 per month may be provided.

*Please note that we do not provide per diem if honorarium or stipend is given.

Length of Stay

1. For conferences and workshops, duration of event and plus to 1 day prior to it.
2. For distinguished lectures, normally up to 7 days if the visitors are engaged in other academic activities besides the lecture.
3. For visiting scholars, normally 1 to 4 weeks, with a clear schedule of visitors' work during their stay

Logistics and Manpower

Logistical support for the event **will be provided by the initiator's school.**

Costs for hiring manpower support, Overtime pay and/or transportation claims for NTU staff are to be **covered by the initiator's school.**

Transport

Local transport **will not be provided** to guests if a per diem/ stipend/ honorarium is given.

For distinguished or keynote speakers, airport transfer may be provided upon request and subject to approval by CLASS.