

Centre for Liberal Arts and Social Sciences Funding Guidelines

Airfare

Normally an Economy class return ticket from place of origin.
Airfare classes above Economy may be considered if supported with strong justification.
(E.g., Exceptional standing or circumstances)

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 special request and subject to approval by CLASS.

Catering for actual event days

Lunch/Dinner capped at \$15 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 **must be included** in the program schedule.

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.