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 $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 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.

*Updated 30th April 2018*
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.