

# MICHIGAN GEOGRAPHIC ALLIANCE

## PAYMENT GUIDELINES

### 1. What is the employee status of a Teacher Consultant?

Teacher Consultants are considered independent contractors with Central Michigan University for tax purposes. All Teacher Consultants are required to complete a W-9 each calendar year, as well as CMU's Independent Contractor Agreement *prior* to performing workshops for the Michigan Geographic Alliance, and before CMU will issue any payments.

Most Teacher Consultants are employed as full-time teachers and have primary responsibility to a school system. As such, involvement in Alliance activities should be conducted only as consistent with responsibilities to your school district. ***Most school districts have conflict of interest guidelines which require disclosure of any potential financial conflict of interest.*** You should inform your supervisor any time you encourage your school system to participate in a workshop for which you may receive an honorarium.

### 2. What general payment guidelines does the Alliance use?

The Alliance pays for time spent making presentations, and some preparation time. ***However, if you are released from school (and paid for your regular work day) the Alliance will only pay for your preparation time. (See # 3)***

We do not provide support for time in transit, or for time spent attending workshops or committees, except as approved in advance. The Alliance will pay for expenses which are directly related to the Alliance, according to the guidelines below.

In general, the Alliance does not pay honorariums for activities within your school, or for activities for which you are released from school. ***You must submit your reimbursement form within 30 days of the workshop in order to be paid.***

***\*\*Indicate if you are applying for support from another educational outreach, at the time of your request so that expense reimbursement can be coordinated. You may only apply for one honorarium per presentation.\*\****

### 3. What does this mean for the typical activities T.C.'s might do?

The Alliance will provide:

- \$150 for short workshops (1–4 hours total)
- \$300 for an all-day event
- The Alliance support is based on one presenter. Joint presenters will split the compensation

### 4. What expenses will the Alliance support?

All workshop honoraria and expenses are governed by CMU policy, must be appropriate to the goals of the Michigan Geographic Alliance, and ***need to be approved by the Alliance Central Office at least 2 weeks in advance.*** Original receipts are needed for all expense reimbursements, including conference fees. The following general guidelines apply. (In some cases higher expense limits may be requested.)

- One day's substitute costs to the school system for presentations *outside of the home school district (if substitute expenses are requested, pay is only for preparation time.)*
- In-state transportation at the standard CMU rate.
- Copying and miscellaneous expenses, ***not to exceed \$25 per event without prior approval.*** The MGA home office generally provides all materials and copying.

## 5. Typical Alliance Workshop examples:

- **For school district or ISD workshops, the Alliance will provide:**
  - **Honorarium** – see #3
  - **Expenses** – see #4
- **For workshops at STATE meetings/conferences, the Alliance will provide:**
  - **Honorarium** – up to \$150 for short workshops. *If you are released from school (and paid for your regular work day) to present, the Alliance will pay \$90 for planning.* The Alliance can support up to two presentations at any one conference with prior approval.
  - **Expenses** – Up to \$250/conference for expenses, including travel and conference fees. Substitute costs up to \$75/day can be paid as part of the expenses. The alliance is not able to include membership fees within conference costs. (We will need an invoice from your school for sub costs before we can process any expense or honorarium payments.)
  - **Total** - Total compensation (honorarium and expenses) cannot exceed \$300 for a single conference

### **For workshops at NATIONAL meetings, the Alliance will provide:**

- Support for active Teacher Consultants to make geographic presentations at national meetings, especially the NCGE. **Prior approval** is needed to be reimbursed for any out-of-state activity. In some cases higher expense limits may be requested.
- **Honorarium** - \$150 for short workshops *If you are released from school (and paid for your regular work day) to present, the Alliance will pay \$90 for planning.* The Alliance will support up to two presentations at any one conference.
- **Expenses** - \$350 for expenses, including travel and conference fees. Substitute costs up to \$75/day can be paid as part of the expenses. (We will need an invoice from your school for sub costs before we can process any expense payments.)
- **Total** – Total compensation (honorarium and expenses) cannot exceed \$500 for a single conference unless approved in advance.

## 6. **How will expenses and honorarium be reported for tax purposes?**

Teacher Consultants will receive a 1099 from CMU each year for all payments made.

## 7. **What will the Alliance provide for workshop participants?**

We provide basic materials in the form of maps or handouts.

## 8. **What support will the Alliance provide to attend Alliance meetings?**

Attendance at Alliance meetings is typically not supported unless announced in advance on a meeting-by-meeting basis.

## 9. **What does the Alliance not provide?**

Meals or lodging for in state travel, except as approved in advance, or as part of the standard expense allowance for attendance at a conference. In addition, we do not provide supplies or materials for local schools, except through our in-service workshops.

**10. What else can I request as an active Teacher Consultant?**

You can always ask for additional expense support in exceptional cases, but they do have to be exceptional. We must try to be as consistent as we can. In addition, active Teacher Consultants can *ask* for up to \$500 to support continued training in geographic education, especially as a match for other funding.

**11. How must I make plane reservations if I expect to be reimbursed by the Alliance?**

Plane reservations can be made through your own travel agent. If you expect to be reimbursed by the Alliance, you must have prior approval, you must pay for the ticket and request reimbursement by sending in your **PASSENGER RECEIPT & BOARDING PASSES ON OUTBOUND & RETURN TRIP**, that says "*passenger ticket & baggage check*" (*not your itinerary*) after the trip. **We cannot reimburse you without your ticket receipt & boarding passes.**

**12. What does the Alliance charge school systems?**

The Alliance charges minimal fees for some of our workshops. In general, we **do not** charge for:

- workshops or short publicity presentations which are done without honorarium as part of your voluntary contribution to the Alliance, or workshops done as part of your school responsibilities for which your school district or ISD pays you directly.
- workshops at state or national meetings.
- workshops which are funded specifically by a grant.

**We DO charge when invited to present a workshop by schools, districts, and ISDs**

(Small in-service presentations done within your school district are usually done as part of your employment, so there is neither a charge to the district nor an honorarium to you. We will be happy to supply materials.)

For more information please contact [mga@cmich.edu](mailto:mga@cmich.edu).