

School of Media, Arts and Humanities

Policy on honoraria/expenses for visiting speakers, artists & practitioners (research-related)

*nb – if you are looking for the policy and form to employ guest speakers for MA masterclasses and other taught courses, please see the [School Policy on Paying Speakers for Taught Courses](#)

Key points:

1. A visiting speaker at a research event who is a salaried employee at another university or organisation will not normally be offered an honorarium, but will have travel, accommodation and subsistence costs reimbursed, where applicable.
2. A self-employed speaker/artist/performer can be offered an honorarium of £200, in addition to having their expenses reimbursed.
3. All funds for visiting speakers/artists/performers at research events in MAH must be secured (via an [application](#) to the Research Committee) by the organiser of the event before it takes place.
4. The organiser of any event involving a visiting speaker MUST complete the [External Speaker Request Form](#) before the event takes place.

Guidelines for visitor expenses:

1. Funding to cover expenses and/or fees associated with visiting speakers/artists must be secured by the organiser of the research event in advance, either through the annual planning of research centre activities or by requesting funds for a specific event or conference via a [funding application form](#).
2. If the visiting speaker in question is employed at another university or organisation from which they receive a salary, an honoraria/fee for a guest talk/performance/reading will not normally be offered (*but see exceptional circumstances section, below*).
3. If the visitor incurs **expenses** such as travel and subsistence costs, these can be claimed back by the speaker using the [Visitor Expense Claim Form](#), which should be emailed along with receipts to mah-research@sussex.ac.uk after the event.
4. If **overnight accommodation** is required for the visitor then this should be arranged via the School Office (media-arts-humanities@sussex.ac.uk) by the organiser of the event, at least **two weeks in advance**. The university has preferential rates with Leonardo's hotel next to Brighton station and the cost is approximately £90-100 pp per night for a double room.
5. In line with the [University's Policy and guidance - Business entertainment and hospitality](#); **hospitality** costs for guest speakers (i.e. a meal out after an event) can be claimed back by the organiser of the event. The ratio of staff to guests should not exceed 2:1 (or 3:1 if University facilities are being used) and meal costs should not exceed £50 pp for dinner or £30 pp for lunch. Alcohol can be included in these costs.

Guidelines for self-employed/freelance speakers, artists and performers

We recognise that in MAH it will be common to invite visiting artists/performers/authors to speak/perform at events; and that they will often be self-employed or freelance. Specific guidelines for payment in this case are:

1. A flat-rate honorarium of £200 can be paid to a visiting speaker/artist/performer who is not employed by another organisation which pays them a salary. This rate is comparable to rates of pay in the UK [arts sector](#) for freelance employees, and has been reached after consultation with the ACCA. This rate is applicable to both in-person and online talks/performances. The £200 rate is a guideline and in some circumstances it may be appropriate for a higher amount to be paid, e.g. if the speaker/performer is high profile and it is usual for them to receive a higher fee.
2. In order to set the honorarium payment up, please email media-arts-humanities@sussex.ac.uk with the name and email address of the speaker, the date of the event they will be speaking at, and the budget code that will fund the engagement. Please ensure you have had confirmation of funding before you set this in motion. The reception team may then need to ask you for further information in order to set up the honorarium payment.
3. In addition to the honoraria, expenses incurred by the visiting speaker/artist, such as travel and accommodation costs, can be [claimed back](#), as well as limited hospitality expenses by the organiser ([via Unit 4](#)), where relevant.

Honoraria in exceptional circumstances for salaried visiting speakers

In exceptional cases, it may be appropriate to pay a fee/honorarium to a visiting speaker who is a salaried employee at another university or organisation. This might be because they are employed part-time, or because they are a keynote and/or a high-profile speaker.

If you have questions about applying for, or actioning, payments and expenses for visiting speakers/artists for research events, please get in touch with the Research Support Team on mah-research@sussex.ac.uk