

## **Pulpit Supply/Speakers' Bureau Payment and Travel Policy**

Administrators, faculty, staff, students, and approved non-affiliated speakers who have preaching/speaking engagements arranged through the Pulpit Supply/Speakers' Bureau program (hosted and facilitated from the Advancement and Alumni office) are entitled to compensation for their time and effort.

In an attempt to both simplify the payment and travel policy and encourage a greater number of speakers to participate in the program, LCU initiates the following policy beginning 7/20/2020:

### **Speakers Who Drive a LCU Vehicle**

- Speakers who are employed by the University (and/or those who have gone through the auto insurance coverage process) are free to request the use of a LCU vehicle to travel to and from approved engagements.
  - o If a University vehicle is requested but not available, the speaker will be reimbursed for mileage on his or her personal vehicle according to IRS guidelines. See below for policies regarding driving a personal vehicle.
  - o To increase the chances of availability, requests for University vehicles should be made several days (ideally, several weeks) before the date of the speaking engagement. For weekend speakers, keys must be picked up by close of business on Friday before the trip.
  - o University employees can request vehicles through the Employee Resources section of the intranet.
  - o *For speakers who take a LCU vehicle, payment from churches and other entities should be issued to the University.* Speakers will then be paid an honorarium from LCU with the following structure:
    - \$150 for one service/presentation
    - \$250 for two services/presentations
    - \$350 for three or more services/presentations
  - o For University employees, a corporate credit card may be used to pay for food and fuel for the trip. For non-employees, LCU will reimburse food and fuel costs
  - o If a night in a hotel is required and approved, and not covered by the hosting entity, LCU will cover that cost.

### **Speakers Who Do Not Drive a LCU Vehicle**

- For speakers who drive their own vehicle, *payment from churches and other entities should be issued directly to the speaker.* This is the case for both University employees and non-employees who choose to drive their own vehicle. Speakers should communicate this with the church or other entity prior to the engagement. When possible, the Advancement and Alumni office will also communicate this with the church.
- LCU will not reimburse for travel expenses\*, but the speaker will retain 100% of the payment amount.
- No honorarium from LCU will be issued

\*certain exceptions may be granted for approved hotel costs

## Other Notes

- If the church or other entity wishes to include a gift to LCU on top of the speakers' fee, it may do so in the form of a check or online donation directly to the University.
- If a church or other entity fails to pay the speaker, the speaker may request payment from the University's honorarium budget, with the same structure as above. LCU will pay speakers from this account as funds allow.
- Requests for honorarium and reimbursement can be made by emailing the Director of Church Ministries: [dlupchurch@LincolnChristian.edu](mailto:dlupchurch@LincolnChristian.edu)