



UNITED STATES MARINE CORPS
MARINE CORPS UNIVERSITY
EDUCATION COMMAND
2076 SOUTH STREET
QUANTICO, VA 22134-5067

IN REPLY REFER TO:
7300
FISC
APR 03 2017

MARINE CORPS UNIVERSITY/EDUCATION COMMAND POLICY 2-17

From: Commanding General
To: Distribution List

Subj: HONORARIA AND INVITATIONAL TRAVEL AUTHORIZATIONS

Ref: (a) Deputy Secretary of Defense Memo of 3 Apr 07
(b) MCBO 7220.1C
(c) DODFMR 7000.14-R, Volume 10, Chapters 6 and 12

7-6 → (d) 66 TELCOM ~~MEMO~~ 16 JAN 19
Encl: (1) Honorarium Request Template
(2) Invitational Travel Authorization Request Template

1. Purpose. To set forth policies and establish procedures for requesting honoraria and invitational travel authorizations (ITA) for guest speakers. Guest speakers refers to individuals conducting speeches, lectures, presentations, or participating as a panelist within MCU/EDCOM for any of the following purposes:

- a. Delivery of lectures for professional development or supplement instruction.
- b. Presentation of commencement addresses.
- c. Participation in panels, wargames, practical exercises, or other similar events.

2. Scope. The procedures herein apply strictly to the guest speakers' honoraria and do not address or authorize Federal civil service appointments or the award of personal or non-personal service contracts to experts, consultants, or teachers. Coordination is required with Human Resources and Organizational Management - Quantico for civil service appointments.

3. Execution

a. The term "honorarium" is defined as a payment of money or items of value for an appearance, speech, or writing. Per reference (a), the Deputy Secretary of Defense has set the monetary limit for an honorarium at \$2,000 for any event. In cases of multi-day events, the maximum honorarium is limited to \$2,000, unless the guest speaker lectures on entirely different topics. In those cases, the maximum amount authorized for each day is \$2,000. In any case, the monetary amount must be commensurate with the speaker's expertise.

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b. Requestors identify a speaker and verify that the speaker is eligible to receive an honorarium in accordance with reference (c). Honoraria may not be given to individuals employed by the U.S. Government, including active duty military. Honoraria may be given to retired military who are not employed by the U.S. Government.

c. Requestors shall ensure that honoraria and ITA packages are initiated at least 30 working days in advance of the scheduled event and approved by the Commanding General, ~~Training and Education Command (CG, TECOM)~~ prior to officially inviting a guest speaker. At no time should an honorarium be negotiated with or promised to a guest speaker. Once approved by CG, ~~TECOM~~, the honorarium may be offered to the guest.

d. Once approval is granted by CG, ~~TECOM~~, the sponsoring activity must initiate the financial process for the honorarium in PRBuilder and include the completed approved package. ITAs must be created in the Defense Travel System (DTS) and should not be included in the PRBuilder request.

e. Once the PRBuilder request is approved, the sponsoring activity must initiate the payment request in the Invoicing, Receipt, Acceptance, and Property Transfer Miscellaneous Pay Process. An electronic funds transmittal form must be completed for everyone. Full social security numbers are required to process the payment.

f. If an ITA is requested and approved, the supporting activity must create a DTS profile and authorization.

(1) Travel arrangements and entitlements must be in accordance with the Joint Travel Regulation. Travel should be settled prior to the guest speaker departing but no later than five working days after the completion of the travel.

(2) If the guest speaker's travel is within or adjacent to Marine Corps Base, Quantico as defined in reference (c), a local voucher will be submitted in DTS.

(3) The sponsoring activity is responsible for informing the guest speaker that in accordance with reference (d), payments totaling \$600 or more during a tax year, a Form 1099-MISC must be issued by the paying organization. The \$600 or more guidelines apply only to honorarium payments and not the travel expenses/reimbursements. DFAS will keep the necessary records to issue a Form 1099.

4. Applicability. This policy is applicable to MCU/EDCOM.


THOMAS A. GORRY

DISTRIBUTION: A

16 Jan 18

DECISION PAPER

Subj: DELEGATION OF APPROVAL AUTHORITY FOR HONORARIA, INVITATIONAL TRAVEL AUTHORIZATION, AND NON-DOD CONFERENCE ATTENDANCE

Ref: (a) DoDFMR 7000, 14-R, Volume 10, Chapter 12
(b) JTR Appendix E, Part 1
(c) Marine Corps Conference Hosting and Attendance Guidance, dtd 20 November 2017

1. Purpose. Obtain Commanding General (CG), Training and Education Command (TECOM) decision on delegating approval authority for honoraria costing \$2,000 or less, invitational travel authorizations (ITA), and conference hosting and attendance costing \$50,000 or less to CG, Education Command (EDCOM).

2. Background

a. Marine Corps Combat Development Command Order 5721.1C provided policies for honoraria and invitational travel authorizations. With the cancellation of this order, authority was delegated to CG, TECOM.

b. Per reference (a), honoraria amounts greater than \$2,000 must be approved by the next higher organizational echelon. Reference (b) clearly outlines the circumstances in which an ITA is authorized and does not specify the level of command required for approval. CG, EDCOM has the authority to authorize temporary additional duty and the allowances associated. These allowances are the same as those authorized for invitational travel.

c. EDCOM has the capability to conduct a proper ethics review of all honoraria, ITAs, and conference hosting and attendance packages prior to CG approval.

d. Reference (c) authorizes Tier 3 officials to delegate approval authority for conference hosting and attendance requests costing \$50,000 or less to subordinate General Officers.

3. Recommendations

Recommendation 1: Delegate approval authority for honoraria costing \$2,000 or less to CG, EDCOM. The approval process will include an ethics review from EDCOM Staff Judge Advocate (SJA) prior to CG approval.

Recommendation 2: Delegate approval authority for ITAs to CG, EDCOM. The approval process will include an ethics review from EDCOM SJA prior to CG approval.

Recommendation 3: Delegate approval authority for conference hosting and attendance costing \$50,000 or less to CG, EDCOM. The approval process will include an ethics review from EDCOM SJA prior to CG approval.

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CG, TECOM decision:

Recommendation 1

Approved: KMS

Not Approved: _____

Approved as modified below: _____

Recommendation 2

Approved: KMS

Not Approved: _____

Approved as modified below: _____

Recommendation 3

Approved: _____

Not Approved: _____

Approved as modified below: KMS

LESS THAN OR EQUAL TO
\$25,000

Prepared by: Captain Nathaniel L. Richardson, (703) 784-2485
Approved by: Brigadier General W. J. Bowers, (703) 784-2105



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EDUCATION COMMAND
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IN REPLY REFER TO:
7000
CG

From: Commanding General, Education Command
To: Commanding General, Training and Education Command

Subj: REQUEST FOR INVITATIONAL TRAVEL AUTHORIZATION ICO DR. JOHN DOE

Ref: (a) Deputy Secretary of Defense Memorandum, dtd 3 April 2007
(b) DODFMR 7000, 14-R, Volume 10, Chapter 12
(c) MCBO 7220.1C
(d) JTR Appendix E, Part 1

1. Per the references, request Invitational Travel Authorization (ITA) be authorized for Dr. John Doe. This authorization is to be provided for an upcoming visit to the Marine Corps University. The ITA request is needed for reimbursement of travel costs during Mr. Doe's visit on DD Month YYYY.

2. The following information is furnished in connection with the above request (**DO NOT MAIL**):

a. Name/Address:

Dr. John Doe
1234 Russel Rd
Yonkers, NY 10705

b. Audience: Marine Corps Command and Staff College Students and Faculty

c. Dates of Visit (including travel days): DD Month YYYY

d. Subject of Expertise: Transnational Crime

e. Charge to MCU Account: 17CSC

f. Citizenship: US

g. Current position/title & rank/GS Rating, if applicable: PhD

h. Current Employment: Professor of Transnational Crime Prevention

i. Areas of Expertise: Transnational Crime, Counter Intelligence, Terrorism

j. Biography attached: No.

k. Cost of ITA:

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Per Diem: \$ [all costs must be in accordance with JTR, keep in mind travel day 75% rates]
Rental Car: \$ [some expenditures will not be necessary depending on the travel plans of the individual]
Lodging: \$
Airfare/Train: \$
Mileage: \$
Taxi: \$
Parking: \$

Total Cost: \$

3. This travel cannot be cancelled/postponed due to EDCOM mission requirements, and all costs have been minimized to the greatest extent feasible. This requirement cannot be met via secure video teleconference or any alternative means other than the invitational travel requested.

THOMAS A. GORRY

For the decision by the Commanding General, TECOM:

SJA, TECOM: ITA Concur: _____ Non-Concur: _____ Date _____
CG, TECOM: ITA Concur: _____ Non-Concur: _____ Date _____

