

## **California Educational Research Association (CERA)**

### **Meeting Honoraria/Expense Policy/Complimentary Registration**

#### **Travel**

CERA endeavors to fairly recompense individuals who present (or participate) at the CERA annual conference and educational meetings.

CERA defines “travel payment” as payments, advances, or reimbursements for travel, including actual transportation and related lodging and subsistence. CERA reimburses authorized travel and meal expense according to the CERA Travel Reimbursement Policy.

#### **Honoraria**

An “honorarium” is any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

A “speech given” means a public address, oration, or other form of oral presentation, including participation in a panel, seminar, or debate.

An “article published” means a nonfictional written work: 1) that is produced in connection with any activity other than the practice of a bona fide business, trade, or profession; and 2) that is published in a periodical, journal, newspaper, newsletter, magazine, pamphlet, or similar publication.

“Attendance” means being present during, making an appearance at, or serving as host or master of ceremonies for any public or private conference, convention, meeting, social event, meal, or like gathering.

CERA negotiates a fair market price for all keynote speakers for the annual conference. Honoraria for any CERA speaker shall not exceed \$1500 without consent of the executive board. Additionally, keynote speakers are entitled to a complimentary registration.

#### **Gifts**

In some instances, complimentary registration for any and all invited CERA guests and keynotes may be considered “gifts” from the organization.

A gift includes a discount in the price of anything of value unless the discount is made in the regular course of business to members of the public.

CERA reports all travel, honorarium, and gifts in accordance with IRS policies.