**INCOL**

**Continuing Education workshops**

Procedure regarding agreement and payment of the speaker

The Continuing Education Committee is expected to deliver at least two continuing education events annually: one in Spring and one in Fall. A typical budget is $5,000 for all expenses (speaker honorarium, travel, pre diem, refreshments, etc). The Committee meets to discuss possible subjects and speakers. The chair of the Committee contacts the possible speaker (s) to discuss fees and availability. With that information in hands, the Committee decide on the date and location of the next workshop. When that is decided, the Chair of the Committee will email the following information to Rick Knorr – CFO – Spokane County Library District:

* Draft of Memorandum of Agreement
* Speaker’s W9 form

Rick will review information and let Chair know to proceed. Rick’s contact info: email **rknorr@scld.org** phone 509.893.8210

**Reimbursement:**

In order to be reimbursed, the speaker must send copies of the following documents back to the Chair who sends them to Rick:

* Signed Memorandum of Agreement
* Plane ticket receipt \*\*
* Hotel receipt \*\*
* Food receipt\*\*

The hotel and plane ticket can be arranged by INCOL or the Speaker may make his / her own plane and hotel reservations at the approval of the INCOL CE Board.

The reimbursement normally occurs after the event. It can take about two weeks to process the payment which will be made by check and sent directly to the speaker.