



ASSOCIATION
DES PROGRAMMES
UNIVERSITAIRES
AMÉRICAINS
EN FRANCE

APUAF SPENDING GUIDELINES

Established APUAF board meeting, Nov 3, 2014
Update & approved by board, November 2016

This is an internal document, intended as a guideline.

All expenses should be included in a budget submitted to and approved by the APUAF board. Expenses above and beyond these amounts must be approved by the APUAF board.

Honorariums for presenters are possible. Since amounts will vary, please take into consideration when establishing a budget and consult with the APUAF board.

Café, viennoiseries	5-8€/pers.
Lunch	30-35€/pers.
Apéritif for RD meeting	15-20€/pers.
Apéritif for workshop	10-15€/pers.
Gift for unpaid guest speaker	35€ limit

Travel expenses can be covered by APUAF for guest speakers, including one night at a hotel and meals within a daily limit of 55€.

Hotel room in Paris	120 €
Hotel room outside of Paris	100 €
Round-trip travel (in France)	100 €
Round-trip international travel	150 €
Meals	25 €

Unpaid guest speakers may be invited to lunch by the organizing committee or APUAF board and expensed to APUAF.