



ASSOCIATION
DES PROGRAMMES
UNIVERSITAIRES
AMÉRICAINS
EN FRANCE

APUAF SPENDING GUIDELINES

Established APUAF Executive Council meeting, Nov 3, 2014
Updated & approved by Executive Council, November 2023

This is an internal document, intended as a guideline.

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

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

Café, viennoiseries	5-8€/pers.
Lunch (For RD meeting)	30-35€/pers.
Lunch for full day events	please check with CA.
Apéritif for RD meeting	15-20€/pers.
Apéritif for workshop	10-15€/pers.
Gift for unpaid guest speaker	35€ limit

Travel expenses could 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.