



## WORKING GROUP GUIDELINES

(See contact info for Consortium Staff below to address your questions)

### Visiting Speakers: Travel, Honoraria and Other Arrangements

Please fill out the Visiting Scholar Information Sheet found on the “Tools for Working Groups” list on the Consortium Working Groups web page <https://jhfc.duke.edu/latinamericauncduke/working-groups/>. We will be able to assist with all arrangements with the information you will provide on this form.

#### *Flight Arrangements*

Airline tickets purchased by Working Groups must be approved in advance by Natalie Hartman, Beatriz Riefkohl Muñiz or Joanna Shuett. Consultation with these staff members prior to booking flights is imperative. They can assist with the purchase of the tickets and paying directly. Be aware that no changes are possible after tickets are purchased. Also, international visitors must have the correct US visa in hand before airline tickets can be purchased for them. We will need to see a copy of the passport and visa before purchasing the plane ticket. **Under no circumstances should a working group member purchase a ticket for a guest speaker and expect to be reimbursed.**

#### *Hotel Reservations*

The host faculty member or graduate student should contact Natalie Hartman (at Duke, 919-681-3983), Miguel Rojas-Sotelo (at Duke, 919-681-3883), Beatriz Riefkohl Muñiz (at UNC-CH, 919-962-2418), or Joanna Shuett (at UNC-CH, 919-962-6879). They will make reservations at the appropriate hotels and arrange for direct billing to the Consortium. **Under no circumstances should a working group member pay for a guest’s hotel bill and expect to be reimbursed.**

#### *Other Expenses:*

If your budget allows, the Consortium can reimburse speakers for other normal expenses such as meals, taxis, and airport parking, but not for unusual expenses such as long-distance telephone calls. Visitors from the US should submit receipts along with requests for reimbursement to the respective staff person in a timely fashion. They should be advised that reimbursement usually takes at least one month and must be mailed to their home addresses. The university systems will only reimburse a visitor for his/her own expenses. If the visitor is from another country it is difficult to reimburse them directly. Please consult with Natalie, Beatriz, or Joanna about this.

**Note:** Working Groups often use a portion of their budget for entertainment expenses during a guest speaker’s visit (e.g., group members going out for lunch or dinner with the visitor or organizing a catered meal for a large number of people). Please use discretion and choose moderately priced restaurants and caterers. University guidelines allow a maximum of \$12 for lunch and \$20 for dinner per person, including food, beverages, tax, and tips. Please do not exceed these limits. In addition, it is necessary for such group meals to be purchased by (and reimbursed to) a Duke or Carolina student or faculty member. If you are a Carolina student or faculty member, purchases are to be made with an UNC travel card or purchasing card and we will have to ask for the assistance of



your department administrator. It may also be possible to use an ISA member's purchasing card. Please consult with Joanna Shuett ahead of time to learn these procedures. If you are a Duke student or faculty member, it is now necessary to process reimbursements via the online Employee Travel and Reimbursement system, and we will have to request the assistance of your departmental administrator. It may also be possible to use a Duke faculty member's procurement card. Please consult with Natalie Hartman ahead of time to learn these procedures.

### *Other Logistics and Transportation*

The host Working Group is responsible for arrangements associated with other logistics and local transportation for the visitor.

### **Honoraria**

If included in your working group budget, the Consortium can provide each outside speaker with a modest honorarium up to \$500. Honoraria beyond this amount must be obtained from sources other than the Consortium, no exceptions. Please complete the Visiting Scholar Information Sheet found on the "Tools for Working Groups" list on the Consortium Working Groups web page <https://jhfc.duke.edu/latinamericanduke/working-groups/> so we can begin processing the honorarium payment. **Please confer with Consortium Staff at least one month in advance about processing the honorarium payment.** It is almost never possible on either campus to obtain the check in time for the visitor's arrival, especially in the case of international visitors. Regarding honoraria for international visitors who visit campus in person, income tax withholding will almost always be a concern. There are currently no tax treaties between the United States and Latin American countries, with the exception of Mexico. Note that the tax treaty rules sometimes pertain to the individual's country of residence rather than country of citizenship. Honoraria payments for international visitors will normally be sent via international wire transfer to the individual's bank account. There is usually a wire transfer fee, which would be charged to your working group. Note that honoraria payments to international visitors are sometimes less complicated if the talk is virtual, with the visitor speaking from their home country. Please consult with Natalie, Beatriz or Joanna about this.

**Please Note: Groups must clarify all visa and tax withholding issues prior to inviting the visitor. Not all visa types allow honoraria or reimbursements of expenses from the Consortium. In some cases, an individual without a social security number or ITIN prior to visiting UNC-CH or Duke may not be eligible to obtain an honorarium payment. Also, international visitors must have their US visa in hand before we can purchase their plane tickets. Please consult with program staff in advance of the visit to avoid confusion and embarrassment later.**

### **University Policies Regarding Political Activism or Lobbying Activities**

Please be aware that University rules at both UNC and Duke strongly discourage faculty to engage in political activism or lobbying activities as representatives of the universities. At UNC, all activity using Consortium funds must meet the UNC Policy Manual Federal Lobbying Guidelines. Please review the guidelines at <http://research.unc.edu/federal-affairs/resources/guidelines/>. At Duke, any lobbying activities must be



approved in advance by the Office of Government Relations (whether or not university funds are spent), and it involves a lot of paperwork. Please review these guidelines at <https://governmentrelations.duke.edu/policies/campus-political-activity-and-engagement-with-federal-officials/>. If you have any questions or concerns, please contact us before planning such activities. Faculty are, of course, free to engage in political activism or lobbying activities as private citizens.

### **Working Group Meetings: Arrangements and Publicity**

So that Working Group meetings and activities are scheduled and publicized as efficiently as possible, assistance may be requested with the following:

#### *Meeting Arrangements*

Working Group representatives should contact staff at the Consortium as early as possible but at least two weeks in advance for help with reserving a room for an in-person meeting/speaker's presentation. Please note that both ISA and CLACS are housed in buildings that have very limited day-time parking available. Consortium staff can help to determine parking options depending on your meeting's location and time. We can also assist with setting up virtual meetings if help is needed.

#### *Refreshments*

Working Groups must make their own arrangements for refreshments. If you are a Carolina student or faculty member, purchases are to be made with an UNC travel card or purchasing card and we will have to ask for the assistance of your department administrator. It may also be possible to use an ISA member's purchasing card. Please consult with Joanna Shuett ahead of time to learn these procedures. If you are a Duke student or faculty member, it is now necessary to process reimbursements via the online Employee Travel and Reimbursement system, and we will have to request the assistance of your departmental administrator. Please consult with Natalie Hartman ahead of time to learn these procedures.

For more formal catering, consult the Consortium staff. For regular meetings, Working Groups should limit their expenditure on refreshments to no more than \$5 per person per meeting. Purchases in excess of this amount may not be reimbursed by the Consortium. Strict rules govern the consumption of alcoholic beverages on the Carolina campus. Please refer to "Policies and Procedures" at <http://www.unc.edu/campus/policies.html> and contact UNC-CH staff for more information.

#### *Publicity*

All Working Groups are required to publicize all of their meetings and other events widely through the Consortium's e-mail listserv. Failure to do this could result in termination of Consortium support. Working Group announcements should be sent to **intl-duncplas@duke.edu**. Listserv messages reach UNC-CH and Duke Latin Americanist faculty, students, and members of the local community. All who are subscribed to the list can send messages to this address. We will also add your meeting and event announcements to the



Consortium web site, working groups page. If your working group has its own web site or blog page, please send us the links so we may link them to the Consortium site.

### *Distribution of Readings and Other Materials Prior to Meetings*

If your working group is planning to share readings, please consult with our offices about appropriate ways to distribute the material, taking into consideration any applicable copyrights.

### **Guidelines for Working Group Purchases: Books, Videos, Subscriptions, etc.**

All books, videos, dvds, journals, or other research materials purchased with Consortium funds for the use of the Working Group are the property of the Consortium. When Working Group participants finish using the materials, they will be donated to the Duke or Carolina libraries or housed in the Consortium offices so that they will be widely accessible to Latin Americanists on both campuses. All videos and dvds purchased by Working Groups should be added to the Consortium's Latin American Film Collection, which is housed in the Consortium office at UNC-CH. (Contact the film collection at 919-843-8888.)

### **Acknowledgment of Support from the Mellon Foundation and the Consortium**

Working Groups are asked to notify the Consortium staff of any publications or successful grant applications resulting from Working Group activities. They should also give credit to the Andrew W. Mellon Foundation and the Consortium in Latin American and Caribbean Studies at the University of North Carolina at Chapel Hill and Duke University for all published work produced by the Working Group or supported by Working Group funds.

### **Reporting Requirements**

Working Groups are required to submit a final report at the end of each academic year. This information is important to the Consortium because funding agencies request reports on all annual activities as a condition of eligibility for future funding.

Specifically, at the end of the academic year, Working Groups are required to submit records of and report on:

- The date, place, time, topic, and estimated attendance for all events organized throughout the year;
- The disciplines and institutions represented within the Working Group's active membership; –Co-sponsorship obtained for meetings, speakers, and other activities, whether from other Working Groups, other departments or academic units at Duke and Carolina, or from other funding sources (e.g., private foundation grants, state or federal agency grants, etc.). Co-sponsor names and amounts should be recorded;

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- The budget allocation and the amount actually spent. (Consortium staff can help confirm expenses, but stewardship of these funds entails on-going monitoring of expenditures by working group leaders);
- The Working Group impact on the Carolina and Duke Consortium in Latin American Studies and the larger Latin Americanist community. Note both qualitative and quantitative measures of that impact;
- The Working Group effectiveness in fostering collaborative research and training among Consortium faculty and graduate students. Note other types of collaborations resulting from Working Group initiatives (e.g., team-taught courses, cross-campus teaching, conference panels, publications outside of the Working Group’s planned program, etc.).

**Please note: requests for future funding will not be considered without the completion and submission of the previous year’s final report.**

#### CONSORTIUM STAFF

*Natalie Hartman* (Associate Director, Duke Center for Latin American and Caribbean Studies, 919-681-3983, [njh@duke.edu](mailto:njh@duke.edu)). For financial assistance and reservations at Duke.

*Beatriz Riefkohl Muñiz* (Executive Director, UNC-CH Institute for the Study of the Americas, 919-962-2418, [riefkohl@email.unc.edu](mailto:riefkohl@email.unc.edu)). For general questions, programming, publicity, financial assistance and reservations.

*Miguel Rojas-Sotelo* (Special Events Coordinator, Duke Center for Latin American and Caribbean Studies, 919-681-3883, [mlr34@duke.edu](mailto:mlr34@duke.edu)). For general questions, programming, publicity, financial assistance and reservations at Duke.

*Joanna Shuett* (Department Manager, UNC-CH Institute for the Study of the Americas, 919-962-6879, [joshuett@email.unc.edu](mailto:joshuett@email.unc.edu)). For financial assistance and reservations at UNC-CH.

All Working Groups should direct their questions to the aforementioned staff.

Financial transactions related to the Working Groups will be processed by Natalie Hartman, Beatriz Riefkohl Muñiz and Joanna Shuett. Receipts must be submitted no later than 30 days after the transaction date. Please note that it may require at least one month to process requests for reimbursement and honorarium payments. In all instances, Working Groups are strongly encouraged to consult with us in advance for assistance with the planning of any special event (e.g., visiting speaker or conference).

THANK YOU FOR YOUR COOPERATION

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