



UNIVERSITY OF MAURITIUS

GUIDELINES RELATING TO RESIDENTIAL SEMINARS

1. Quotations to be sought from at least (3) hotels.
2. The quotations to consist of accommodation at full-board per person for all participating students (excluding all extras, e.g. phone calls, alcoholic drinks, etc. these will have to be met by the person(s) concerned.
3. The number of academics accompanying the students should be limited to those directly involved with the programme/event being organised (normally limited to 2 representatives of the University).
4. The quotation retained to be approved by the Pro-Vice-Chancellor (Academia) and the Vice-Chancellor.
5. Offer of Gifts should not normally be a practice where a Resource Person is already being paid an allowance.
6. Disbursements from Contingency Sums provided in the budget will require prior approval of the Vice-Chancellor through the Pro-Vice-Chancellor (Academia).
7. The payment of the allowance to the Resource Person will normally be made mid-way during the programme or prior to his/her departure. An advance or part-payment (of up to 20% of the allowance) may be made earlier where justified for down-payments, incidental expenses, petty cash requirements, etc.
8. The Resource Person should be called upon where possible to contribute to some of the UoM activities (e.g. give a public lecture, participate in a full day seminar, etc.)
9. Programme Co-ordinators should ensure that all students participating in such events have settled all relevant fees in relation to their programme of study.
10. The hotel charges to be borne by the University will be only for the days during which the seminar will be held, plus the necessary additional days to be spent on account of flight schedule constraints, subject to evidence provided.

OR

The honorarium package payable to the resource person should be inclusive of the hotel charges and the air ticket.