

# Maryland Judiciary

## Honoraria and External Speaker Fees and Costs

### (a) Purpose and Scope

The information below is guidance regarding the approval levels and processing of honoraria and speaker fees for outside speakers, presenters, or lecturers in recognition of their participation in a Judiciary sponsored event.

### (b) Honoraria & Speaker Fees

- (1) Approval Limits:
  - (A) All expenditures must be in accordance with approved Judiciary budgets;
  - (B) The administrative head may approve amounts up to \$1,000 per speaker or organization per fiscal year;
  - (C) The State Court Administrator, or designee, must approve amounts over \$1000 per speaker or organization per fiscal year;
  - (D) The Chief Justice of the Supreme Court of Maryland , or designee, must approve amounts over \$3000 up to \$5000 per speaker or organization; and,
  - (E) Amounts over \$5000 are considered professional services and must follow the Judiciary Procurement Policy.

### (c) Tracking and Processing

- (1) All departments are responsible for tracking payments by speaker and organization to ensure compliance with the Approval Limits.
- (2) Every effort should be made to process the payments through the normal vendor payment process in the Judiciary financial system, GEARS.
- (3) The Judiciary working fund should only be used for payment of honorariums or speaker fees in emergency situations.

### (d) Travel & Other Costs

- (1) Reimbursements for travel and other costs are considered part of the total payments to the speaker or organization and shall follow the same approval limits in (b) (1).
- (2) All travel-related expenses must comply with the Judicial Branch Travel Policy.