

MSU- School of Nursing
Guest Speaker Request Form

The Faculty member requesting a guest speaker is responsible for the following:
(1) Completing MSN SON Guest Speaker Request Form and submit to Department Chair through Administrative Assistant at least one week prior to date of presentation;
(2) Providing Speaker with Invoice CS1441 to complete and submit to Pat Edlund so reimbursement can occur in a timely manner;
(3) Request a parking voucher if appropriate.

Date Request Submitted: _____

Request Submitted by: _____

Course #: _____ Faculty Contact Person: _____

Course Title: _____

Name of Guest Speaker: _____ SS#: _____

Home Address: _____ Phone: _____

_____ Email: _____

Date of Presentation: _____ Time of Presentation: _____

Topic of Presentation: _____

Length of Presentation: _____

	Item	Amount
Expenses Recommended:	_____	_____
	_____	_____
Expenses Allowed:	_____	_____
	_____	_____

Department Chair to approve expenditure from appropriate account

Approved by: _____ Date: _____

Account to be charged: _____

SON Undergraduate and Graduate Classroom Courses

The philosophy behind asking guest speakers to Minnesota State University, Mankato School of Nursing courses is to enhance the nursing student experience and to complement the expertise of the nursing faculty teaching the course. A guest speaker may also perform as substitute faculty.

1. Honoraria will be at the rate of \$75 per hour. The honoraria rate will be determined by the Planning and Resource Committee annually.
2. Panel presenters are paid at the rate of dividing the hourly rate among people presenting.
3. No more than \$225 will be paid to any one presenter for a 3- hour class. Adjustments to be based on program need and review with Department Chairperson.
4. Mileage will be paid at the current state rate for guests traveling 20 miles round trip or more. Reimbursement for parking in the “Guest Parking Lot” on campus will be provided by the SON.
5. Arrangements for videotaping guest presenters are recommended. A consent form will be obtained from the speaker before taping occurs.
6. Guest speaker’s expenses will be paid from foundation account funds.
7. Guidelines are to be reviewed annually to determine funding available and to evaluate use of funds to meet program needs.
8. The Faculty member requesting a guest speaker is responsible for the following:
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Guest speaker funding guidelines

Created 10/95; Revised 1/05

Reviewed by Planning and Resource Committee & revised 01/09