Six copies of the request should be submitted to the Executive Committee at least one week (or per deadlines communicated) before the next scheduled meeting. These requests should include a full description of the event, a complete budget, a CV of the speaker, and any additional sources of funding.

Funding rates:

- Hotel: $150 a night (including tax*)
- Dinner: $250 for 5
- Honorarium: $300
- Reception contribution: $100
- Airfare: Cost
- Other: As considered

We realize that higher and additional costs are often accrued and expect those applying to the Center for Scholars to submit requests to other sources.

* Organizers should notify vendors that Tulane University is exempt from taxes, in an attempt to avoid tax payments on any expenses whenever possible. Documentation verifying the exemption is located at http://tulane.edu/counsel/sales-tax-exemption.cfm. The vendor may also require the university’s Federal tax identification number (72-0423889) when verifying the exemption status.