



Published on Sports Management Resources

Fees and Out-of-Pocket Expenses

The following general policies apply to SMR fees for consultant services:

- From initial inquiry through the execution of a written agreement there are no fees for SMR services unless the client requires travel to campus for exploratory meetings.
- Generally, consulting fees range from \$175 to \$250 per work hour, with the higher hourly rates applicable to more complex projects, crisis management or projects with short deadlines, preparation of expert reports or expert testimony in court cases or preparation of responses to government agencies.
- For days spent at the client's institution or organization, a maximum fixed daily rate of \$1,500 applies, no matter how many hours are spent on that day. Exception: initial visit to campus to determine scope of work and terms of agreement when only travel expenses may apply.
- No fees are charged for hours spent traveling except for international travel.
- Discount rates may apply for small independent non-profits.
- A limited number of pro bono engagements are donated by Associates each year.
- Flat fees are available for some services such as our proprietary comprehensive Title IX gender equity assessment and our diversity assessment package which are priced at \$10,000 each.
- Extended payment options and retainer agreements may be appropriate for projects completed over an extended period of time.
- Expenses for additional non-SMR consultants or non-SMR trainers not included in the work agreement require written approval of the client.
- The client's budget parameters are always discussed in a forthright manner. Weekly or monthly

reports of work hours completed are provided according to the terms specified in the work agreement.

- Out-of-pocket expenses are the responsibility of the client and include:
 - actual cost of coach travel, hotel (inclusive of internet services) and meals for on-campus visits with all visits requiring the approval of the client except that international travel includes cost of business class and USA cross country travel includes cost of extra space seating
 - mailing and overnight shipping costs
 - reproduction of agreed upon materials
 - telephone charges for conference calls, roaming or other fees not included in normal cell phone calling minutes
- Receipts are submitted and client is invoiced for all expenses with terms for out-of-pocket expenses detailed in the consulting agreement.

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