

**Diocese of Atlanta**

**Fee Schedule for Consultants**

**DEFINITIONS**

- A consultant, for purposes of this schedule, is a person who has a particular experience or skill and is specifically recommended to work with the congregation or function by an appropriate Commission, Bishop, or appropriate diocesan staff member.
- A consultation is an event or meeting to which the consultant is invited to advise, monitor a specific task, or lead a discussion with his/her expertise.
- One unit is a meeting of up to four hours' duration. For example, a morning, an afternoon or an evening would each be one unit.
- Preparation includes such activities as gathering, organizing or analyzing data; reading reports; designing a meeting; writing a report; extensive telephone conversations; etc.

**FEES:**

Round Trip Distance	First Unit (Minimal Prep Time)	Additional Units (Same Trip)
0 – 50 miles	\$150	\$100
51 – 150 miles	\$175	\$100
151 + miles	\$200	\$100

The fee is deemed to include one hour's travel each way. For each additional hour, or portion thereof, required for round-trip travel \$25 is added to the applicable fee. (For example: For a trip requiring 2.25 hours each way, the additional fee is \$75.)

Preparation time is charged at \$30 per hour.

Mileage is charged at standard IRS rate of 55 cents (.55) per mile (2009 rate).

Other expenses related to the consultation such as lodging, meals, photocopying, etc., are reimbursable.