Department of Chemistry Policy for Hosting Seminar Speaker Lunch or Dinner
For Chemistry Colloquia Speakers

September 3, 2009

Policy for hosting a seminar speaker lunch:

Graduate Students/Post Doctoral Associates:

The Department will reimburse lunch expenditures at a cost of up to $25/person (includes tip) for up to 5 graduate students/post-doctoral associates (including host) plus seminar speaker. The total number of attendees cannot exceed 6. The normal range of graduate students attending seminar lunches is 3-5.

Faculty:

The Department will reimburse lunch expenditures at a cost of up to $25/person (including tip) for up to 4 faculty members (including host faculty member) plus seminar speaker. The total number of attendees cannot exceed 5.

Policy for hosting a seminar speaker dinner:

Graduate Students/Post Doctoral Associates:

The Department will reimburse dinner expenditures at a cost of up to $60/person (including tip) for up to 5 graduate students/post-doctoral associates (including host) plus seminar speaker. The total number of attendees cannot exceed 6. The normal range of graduate students attending seminar lunches is 3-5.

Faculty:

The Department will reimburse dinner expenditures at a cost of up to $60/person (including tip) for up to 4 faculty members (including host faculty member) plus seminar speaker. The total number of attendees cannot exceed 5.

PLEASE NOTE THE FOLLOWING ITEMS WHEN TAKING A SEMINAR SPEAKER TO LUNCH OR DINNER:

1. You will need an itemized receipt for reimbursement
2. You will need to list all people in attendance (first name, last name and affiliation)
3. You cannot be reimbursed for amounts above the limit
4. Reimbursement of alcohol needs the approval of the Dean. Please try to keep alcohol purchases to a minimum. Alcohol is usually the item that increases the bill over the allowable limit of $60/person.
5. The above policies apply to the Chemistry Colloquia. Named seminars have individualized guidelines, however, the $60/person limit still applies.