

**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.**