

# Seminar Hosting Policies

You will not be reimbursed for charges outside this policy!!

Below is the breakdown of the BMB department's limits for meal reimbursement when hosting speakers, faculty candidates, and student visitors. An itemized receipt is always required for reimbursement.

**\*\*\*Any expenses other than food and alcohol needs prior permission\*\*\***

**Deviations from these limits must have prior approval from the Department Chair.**

## Department Seminar Speakers/Faculty Candidates

*Four people maximum at any meal (including speaker/candidate)*

Breakfast \$14.00/person

Lunch \$20.00/person

Dinner \$50.00/person

(includes all appetizers and desserts; does not include non-alcoholic beverages and tip)

NOTES: Spouses may attend meals, but will not be reimbursed unless he or she is participating in a scientific capacity. Only faculty may attend dinner.

## Visiting Graduate Students

*Three people maximum at any meal (including visitor), or a maximum ratio of 2 hosts per visitor at group meals. Group meals should be limited to about 30 attendees total.*

Breakfast \$14.00/person

Lunch \$16.00/person

Dinner \$25.00/person

(includes all appetizers and desserts; does not include non-alcoholic beverages and tip)

NOTES: Meals for spouses of hosts/visitors are not reimbursed.

## ALCOHOL POLICY

Alcohol reimbursement has a limit of \$15 per person and **ONLY** at dinner. Attendees must be age 21. If an underage person attends the meal, no alcohol should be consumed by anyone in attendance unless the minor is accompanied by a legal guardian. Any alcohol purchases must be submitted on a separate itemized receipt and not charged on a PCard. Please keep in mind that *"alcohol purchases must be limited and prudent for the occasion."*

## JOINT SEMINARS

ASAP, but at least 1 month prior to the seminar, submit seminar information for posting to the website seminar schedule.

Joint seminars must provide an opportunity for graduate students to meet with the speaker.

Joint seminars must provide an opportunity for our faculty to meet with the speaker.

Meals with joint seminars must follow regular BMB hosting policies.

Special permission from the chair is required for hosting a joint seminar that is held outside of our normal Monday seminar schedule.