

SEMINAR SPEAKER

Reimbursement Guidelines University of South Carolina College of Arts and Sciences Department of Chemistry and Biochemistry

Notes to remember when turning in meal receipts:

1. Charges on receipts should only be for the individual meals that are being reimbursed. Combining non-reimbursed meals/expenses will cause a loss of reimbursement of tax and tip. Department does not pay for faculty spouses.
2. Alcohol must be on a separate receipt.
3. No alcohol charges can be reimbursed if any students attend. This includes both undergraduate and graduate students.
4. No snacks or drinks other than meals can be reimbursed.
5. Receipts should be turned in *within two weeks* of the meal.
6. Names of everyone attending the meal whose expenses will be reimbursed must be provided with the receipt.

DEPARTMENTAL SEMINARS

Regular Seminar:

- \$100.00 per person per meal, before tax and gratuity (this includes the \$25.00 alcohol limit per person) for up to 4 people *including the speaker*, or \$400 total for a group.
- Alcoholic beverages must be on a separate check.
- Department does not pay for faculty spouses.
- Meals and alcohol for individuals not being reimbursed should **NOT** be included on receipts being turned in for reimbursement. They should be on a separate check.
- Each faculty member, including the host, is expected to have no more than 1 department-covered dinner with the Department seminar speaker during their visit.
- The Department will pay for economy travel, lodging, meals (per state guidelines), and incidentals. (Receipts should be given to the front-office seminar coordinator.)

Named Lecturer:

- \$100.00 per person per meal, before tax and gratuity (this includes the \$25.00 alcohol limit per person) for up to 4 people *in addition to the speaker*, or \$500 total for a group, if the named lecture account is covering expenses.
- If the named lecture account does not cover expenses, then regular seminar guidelines will be followed.
- Alcoholic beverages must be on a separate check. Department does not pay for faculty spouses.
- Meals and alcohol for individuals not being reimbursed should **NOT** be included on receipts being turned in for reimbursement. They should be on a separate check.
- Each faculty member, including the host, is expected to have no more than 1 department-covered dinner with the Department seminar speaker during their visit.
- The Department will pay for economy travel, lodging, meals (per state guidelines), and

incidentals. (Receipts should be given to the front-office seminar coordinator.)

Non-US Citizen: Arrangements must be made at least six weeks in advance. If proper paperwork has not been submitted in time for approval, either the speaker or host will need to pay for the hotel accommodations and get reimbursed once approval has been obtained.

Foreign Travel: If traveling from a foreign country, the Department will pay up to \$500 towards travel. If proper paperwork has not been submitted in time for approval, either the speaker or host will need to pay for the hotel accommodations and get reimbursed once approval has been obtained.

OUTSIDE DIVISIONAL AND RECRUITING SEMINARS

Notes to remember:

1. The Department generally will not host more than a total of two seminars per week (including departmental, divisional, or recruiting) seminar per week. The host must obtain approval from the Department Chair or their proxy and coordinate the date of visit with front-office seminar coordinator in advance.
2. Special divisional seminars must be scheduled at the time of normal divisional seminar time so there is a backup room. If the seminar is on another day, the seminar will need to be approved by the appropriate division that they will not have a seminar that day and that you can use their time slot and room if needed.
3. **Travel-** If domestic travel is expensive; try to combine with other universities in area (GA, NC, SC etc.)
4. **Non-US Citizen** - Arrangements must be made at least six weeks in advance. If proper paperwork has not been submitted in time for approval, either the speaker or host will need to pay for the hotel accommodations and get reimbursed once approval has been obtained.
5. **US Citizen** - Notification of recruiting or divisional seminars must be made at least two weeks prior to visit if the office is needed to arrange any of the housing, reimbursements, or schedule.

The Department regular seminar guidelines will be followed for special divisional speakers for meal reimbursements. Typically, there should **ONLY BE ONE NIGHT STAY**, have low travel expenses (no more than \$300), one lunch (\$40.00 per person per meal, before tax and gratuity, including the \$15.00 alcohol limit, for up to 3 University employees to 1 non-University individual, except when the meal is for the purposes of a search committee to meet with an employment candidate, and one dinner. They must be approved by the Department Chair or their Proxy. Notification of recruiting or divisional seminars must be made at least one month prior to visit if the office is to ask to arrange any of the housing, travel/reimbursements, or schedule. Receipts should be given to the front-office seminar coordinator.

FACULTY CANDIDATES

The Department will pay \$100 per person/per meal (including \$25/person for alcohol) for up to 4 people not counting interviewees. Faculty spouse's meals can be paid with prior approval from the Dean. If a meal for a non-search committee member or faculty member from a department other than the Department of Chemistry and Biochemistry is being requested, a letter justifying the reimbursement must be sent. Alcoholic beverages must be on a separate check. The Department will cover travel, lodging, meals (per state guidelines) and incidental. (Receipts should be given to the front-office seminar coordinator.)

INDUSTRIAL COURSE

\$60 for two people, when a number of students attend, maximum amount to be reimbursed for a meal is \$120. No alcohol can be reimbursed if students attend. (Receipts should be given to the front-office.)

MILEAGE REIMBURSEMENT FOR RECRUITING SEMINARS

Faculty, staff, and students, who use their personal vehicle to travel to give a recruiting seminar, will be reimbursed 67¢ per mile.