



Department of Chemistry and Chemical Biology	SOP-CCB	08/01/2014
Standard Operating Procedures	CHEM 623 Seminar Speakers Administration	
Faculty/Staff/Students	Fund: 889026 & 889224	Revision date: 08/28/2018

Overview:

The Department of Chemistry and Chemical Biology hosts weekly seminars for the graduate students (CHEM 623). Every Friday throughout the semester a guest speaker is invited to present a colloquium and meet with faculty and students during his/her visit. The goal of the seminar series is to facilitate research discussion and collaboration in the field of chemistry.

Each year the Department Chair chooses a faculty coordinator to organize dates and guest speakers. The coordinator works closely with faculty to invite one or two speakers per faculty member. The finalized list is then sent to the Admin Assistant for travel and reimbursement support.

The guidelines set forth in this procedure outline only the administration of reimbursement and travel regarding these seminars.

Guidelines:

The department provides reimbursement for travel and meal expenses for guest speakers. Faculty and students who invite guest speakers to lunch and dinner are also eligible for reimbursement for their expenses. All reimbursement must follow University Administrative Policy (UAP) 4000: Allowable and Unallowable Expenditures and the College Guidelines Memo dated 8/14/18.

Per Budget Office recommendations (see below), no food reimbursement will be allowed on 889026 (I&G operating account). Reimbursement for meals during the seminar speaker's visit will be limited to lunch for 3 graduate students and the speaker on index 889224. Other meals must be reimbursed from faculty member's overhead accounts or endowed funds.

Budget Leadership Team (BLT) Recommendations

Given the budget shortfall for FY18, the following cost reductions were recommend by the BLT in order to shift expenses from I&G funds to other funding resources.

Food and Business Meals (account codes 31A0 and 31B0):

Food and business meals will no longer be allowed on I&G funds, with the exception of course fee indices (program code P10K or P10L). This includes I&G self-supporting indices. On these I&G indices please do not budget 31A0 or 31B0 account codes, as expenses will not be allowable throughout the year. Food and business can be budgeted and expensed from non-I&G resources.

Travel:

I&G travel budgets were reduced by 25% for FY18. We would like to encourage units to use non-I&G resources for travel expenses, however at this time we are not restricting travel budgets on I&G. Travel budgets will be at the discretion of the dean/VP/ director and the funding available within the unit for these types of expenses.

Cell Phones:

The I&G reduction was based off an estimated saving from moving to either a cell phone reimbursement plan or a non-smart phone plan. IT will be sending out communications and how the changes will affect your units before the new fiscal year begins.

Procedures:

• **Guest Speaker Registration**

The University of New Mexico and the IRS require guests of the University to be registered in the UNM Banner system. Guest speakers are scheduled to meet with the Admin Assistant to complete the paperwork necessary for registration and discuss any travel expense reimbursements at 9:00am on the Friday morning of their visit.

Registration:

The speaker will be sent one of the two listed below with an initial travel coordinating email sent by the Admin Assistant prior to the seminar:

- U.S. Citizens
 - Complete a I-9 tax form
- Foreign National
 - Complete W8-BEN tax form
 - Copy of passport name page

• **Reimbursement Request for Guest Speaker**

Guest will be reimbursed for airlines tickets, meals and transportation. For reimbursement requests, original receipts must be returned to the Department within **30 days** of the travel's occurrence. They must include the following information:

- Original itemized receipts
 - A detailed listing of meals purchased;
 - Date the transaction occurred;
 - Proof of payment by the requester (name of guest and last four digits of the credit card);
 - Total purchase amount.
- Please note: premium seating, early boarding and other similar charges are not reimbursable by the University.
- After 30 days, the reimbursement is none allowable

• **Reimbursement for Faculty and Students**

Reimbursement request must be completed by the purchaser through Chrome River.

- Meal requests may have up to four (4) guests, including the speaker
- Lunches are reimbursable up to \$25.50 per person for a total of \$102.00
- Dinners are only reimbursable by the use of a faculty overhead index. The reimbursable amount is up to \$56.10 per person for a total of \$224.40
- Alcohol and tax associated with alcohol are not refundable

Internal Procedures:

Reimbursement requests and receipts for the seminar speaker are to be submitted to the Admin Assistant for processing within 30 days of the travel reimbursement. The Admin Assistant will collect receipt from the speaker at the point of meeting and prior through email. The speaker will be informed of the 30 day reimbursement policy upon meeting but at this point is no longer responsible for requesting receipts for reimbursement.

ChromeRiver submitted reimbursed through the system by the department's accountant and department administrator, and then finally accounting.