



Department of Chemistry and Chemical Biology	SOP-CCB	08/01/2014
Standard Operating Procedures	<b>CHEM 623 Seminar Speakers Administration</b>	
Faculty/Staff/Students	Fund: 889026	Revision date: 08/13/2014

### **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 12/6/13. A food exception form is submitted to the College at the beginning of each semester for one dinner and one lunch for a maximum of four guests per meal. The College must approve any deviation from this request, in advance.

### **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 Chair of the Department at 9:00am on Friday morning of their visit. Please allow for a few minutes prior to this meeting to complete the paperwork necessary for registration with UNM prior to this meeting.

- 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 60 days, the reimbursement becomes taxable and the reimbursement will have tax deducted from the total.
- **Reimbursement for Faculty and Students**  
Receipts for meal reimbursements must meet the same requirements as travel receipts.
    - Meal requests may have up to four (4) guests, including the speaker
    - Dinners are reimbursable up to \$50.60 per person for a total of \$202.60
    - Lunches are reimbursable up to \$23.00 per person for a total of \$92.00
    - Alcohol and tax associated with alcohol are not refundable

- **Lost Receipt Memo**

If a receipt is lost, misplaced, or does not meet the requirements listed above, a lost receipt memo may be submitted by the reimbursee. The memo needs only the following information:

“I am requesting a reimbursement for the charge of \$ 0.00 on the date 01/01/2014. I certify that the charges did not include alcohol and I will not seek additional reimbursement for this purchase.

Signature”

**Internal Procedures:**

Reimbursement requests and receipts are to be submitted to the Admin Assistant for processing within 30 days of the travel reimbursement. Collection of the receipts is the responsibility of the guest speaker’s faculty host. A reminder will be sent to the host if receipts are not sent by the 30-day deadline.

Once all the receipts are submitted, the Admin Assistant will complete a Direct Pay Invoice (DPI) in the Banner system. Signatures of the host and department chair are required. If food is being requested for reimbursement, the College must review and approve it before it is sent to General Accounting for reimbursement. In general, a reimbursement will processed 10 days after leaving the CCB offices.