

Host Responsibilities for Department Seminar Speakers

Seminar Speaker: _____ Faculty Host: _____

Meal Expenses

1. Host Responsibility- Host is responsible for keeping track of the meal expenses for the speaker.
2. Speaker's Meals- The department will pay for the speaker's meal expenses, except breakfast when a continental breakfast is provided at the hotel. The department will provide lunch with the graduate students on the day of the seminar.
3. Speaker Reimbursement- If the speaker pays for any meals, a receipt needs to be kept and attached to the reimbursement form.
4. Group Meals- The department will pay for up to two group meals. All receipts for these meals should include completed "Business Meals & Entertainment Documentation" form. Meals should be purchased with the P-Card.

Honorarium

If honorarium is due, please fill out the W-9 form.

Reimbursement

Please fill out the attached reimbursement form when reimbursement is needed. Include the address the reimbursement check should be mailed to.