Fall 2021 Seminar Guidelines

***Before scheduling any speaker***, please check to make sure a department/city event, University Policy does not apply. Otherwise, you may be asked to reschedule the visit for another time. Department Seminars are held every Friday during a semester with the following exceptions:

Stop Day (University Policy restrictions apply)

“GROW” Graduation Recruitment Weekend (usually held the 1st or 2nd weekend in March) Department Holiday Party (usually held 2nd weekend in December)

Semester Breaks/Holidays Game weekends

# RESERVING A SEMINAR

Ward Thompson is the contact person to reserve a department seminar. Please provide the following information:

* Seminar Date
* Speaker’s Professional Name
* Business or University (include professional title and department name)
* City/State

# TRAVEL INFORMATION

Once a date has been confirmed, please encourage the speaker to make his/her airline reservations ASAP. The speaker pays for his/her flight up-front and the department will reimburse according – see details below. **Note:** Usually the speaker arrives a day before and departs the day after his/her seminar.

# EARLY MORNING DEPARTURE FLIGHTS

If the speaker has an early morning departure flight, please find out if he/she would be ok with rising early to catch a shuttle to airport or if he/she would prefer to stay at a hotel closer to the airport. If the choice is to stay near the airport, please notify Elaine Knight, so we can make a reservation for Friday evening accordingly. The shuttle will meet the speaker at the entrance NORTHSIDE of GLH [located on 2nd level]. Host will need to arrange for someone to escort guest to the shuttle.

# TRANSPORTATION

It is preferred that a faculty or graduate student provide transportation for arrival flight and a shuttle for departure flight of a speaker. Contact Elaine Knight to reserve a shuttle. If an emergency or any problems arise in which you are not able to provide transportation (especially if it is a weekend or after 5pm), please contact the shuttle directly to schedule service. Inform contact to bill the Chemistry Department: **All Pro Limo -** Mike Shapiro - 816.838.3094. **GLH pick-up location for visiting speakers:**  NORTHSIDE entrance on 2nd level. If you are not able to reach All Pro Limo or they are not able to provide service, please contact the following services **(see red note below before calling):**

## SDM Transportation: 785.979.2428

## MCI Driver: 785.393.2274

**NOTE:** The speaker or host will have to pay for any shuttle service (not reserved with All Pro Limo) out of pocket and submit a legible itemized receipt for reimbursement.

# ACCOMMODATIONS

Hotel reservations for department seminars are made months in advance with Spring Hill Suites or a comparable hotel if Spring Hill is not available. Reservations for the Oread or Eldridge can only be made for named lectures or in special circumstances. If the speaker is not able to give his/her seminar, please contact Elaine Knight so she can cancel the hotel reservation. The hotel requires 48 hour notice for cancellations or the department will be charged a significant “no show” fee.

# ANNONCEMENTS

Elaine Knight will send out seminar announcements/reminders to faculty, grad/post doc students and update chemistry department website/teleprompter with the seminar information accordingly. If applicable, please include a list of other departments/faculty at KU you wish to invite to the seminar.

**MEALS HOSTED BY FACULTY-** Please click to view: [KU Entertainment Policy](http://policy.ku.edu/business-financial/entertainment-reimbursement)

# Breakfast

The host or a host representative/student may wish to have breakfast with the speaker. Spring Hill Suites provides a continental breakfast & will allow 1 outside visitor (at no cost) to join the guest. If you prefer to take the speaker to breakfast elsewhere, please remember you will have to submit:

* *Legible* itemized receipt showing how the meal was paid for via cash/credit card
* List of all who attended
* Signed Reimbursement form
* w9/w8 – only required if you have moved within the last 30 days

**MEAL CAP** meal cap = $70.50 per person *- this amount includes the meal, drink, tax & tip.* Any amount exceeding the limited dollar amount will not be reimbursed by KU or the department. Please note, we can no longer reserve any ballrooms/special rooms at restaurants for standard department seminars. Any meal expenses that exceed 2 days must be approved by the Chair. **Department Seminars:** The department prefers the total meal cost not to exceed

$211.50 which usually limits attendees to the speaker and two faculty members. **Named Lectures:** The meal cap per person remains the same - *no matter how many attend*. The department trusts the faculty members will do their best to keep all expenses within reason.

**ALCOHOL**

Alcohol is considered a drink and is reimbursable for faculty (individual drink purchases as opposed to bottles/pitchers is preferred by the department). Please review carefully the reimbursement process below.

**GRAUTUITY**

Tips over 20% will not be reimbursed. Before you add a tip, please check the bill to see if the gratuity is already included in the total price. The department or university identities can only reimburse a single gratuity.

# MEALS HOSTED BY STUDENTS

We now require students hosting a meal for a speaker to either **use the department credit card** at the approved vendors listed below **or have the meal catered/delivered** to Gray-Little Hall from the same vendors. If you decide to cater, please contact Elaine Knight and Elizabeth Coleman ASAP to reserve a room for the lunch. Please email your order to Elaine Knight or Elizabeth Coleman and include your cell number. **Meet Vendor:** at NORTHSIDE entrance of GLH [located on 2nd floor] with a cart [pick-up cart in 1140 GLH prior to vendor arrival]. Vendor will have your cell number and will call you if they need assistance or any issues. Please be sure to obtain a copy of the receipt and submit to Elaine Knight or Elizabeth Coleman ASAP. The vendor may require a signature for the food, so go ahead and sign, but **do not add a TIP** as we already included it when we placed the order. As host you are responsible to set-up/clean-up of meals catered.

# APPROVED VENDORS

* 23rd Street Brewery
* McClain’s (top of hill at KU)
* Encore
* Mad Greek
* Jefferson’s
* Basil Leaf Café
* Free State Brewery
* Wheatfields (breakfast/lunch/dinner)
* The Roost (breakfast)
* Miltons (breakfast/lunch)
* Ladybird Diner (breakfast/lunch)
* Bird Dog - Oread (breakfast/lunch/dinner)
* Panera (catering only)

# TAX EXEMPT

The University is a tax exempt institution and the required tax form has already been submitted to each manager of the vendor listed above. However, a manager may not be on site at the time of your visit and the waiter/waitress may not know or be aware of the tax exemption. As host it is your responsibility to inform the waiter/waitress **(before you place your order)** that KU is tax exempt and the required form is already on file with their manager. Please - **DO NOT SIGN** for the meal **if TAX is listed on the receipt**. Contact the following if you have any issues:

* + Elizabeth Coleman 785.864.4333 or 785.727.9649
	+ Elaine Knight 785.864.5206 or 785.312.1328

# DEPARTMENT CREDIT CARD

You may obtain the card from Elaine Knight or Elizabeth Coleman in 1140 GL - Chemistry Office as follows:

* **Breakfast Hosts: PICK UP** - noon to 3:30 (day BEFORE) **RETURN** - by 9:00a (day of)
* **Lunch Hosts: PICK UP** - 9:30a to 11:30a (day of event) **RETURN** - by 3:30 (day of)

**ALCOHOL**

unfortunately neither KU nor the department is allowed to reimburse any student for alcohol.

**TIPS**

There is a 20% cap on ALL tips - no exceptions.

**ATTENDEES**

May include up to 5 students and the speaker. If you wish more to attend, please contact Elaine Knight or Elizabeth Coleman for approval first. Currently, there is no cap as to what you can spend, as we trust charges will be kept within reason.

**Please submit the following *electronically* to** eknight@ku.edu

* A list of all who attended the luncheon
* Receipts

# REMEMBER RECEIPT

**MUST BE:** original, itemized, legible and show how meal was paid via cash/credit card

**HAVE NO:** tax, tips over 20% or alcoholic beverages listed

## REIMBURSEMENTS FOR FACULTY/SPEAKERS

*Please note, you could be taxed if a reimbursement request is submitted after 60 days from the date of the actual receipt. Also, r*eimbursements can only be submitted for processing *once we’ve received* ***all*** *the required information, forms, signatures and receipts.*

### Faculty

**Please submit the following electronically to** eknight@ku.edu

* Home Address - this must be the same address currently listed on your W9/W8
* A list of all attendees
* Receipts *- must be legible, itemized and show how expenses were paid via cash/credit card*
* Reimbursement Form **–** *only sign the form*

**If applicable - please provide the following in person to Elaine Knight –** 1140 GLH (M-F) by 3:30

* W9/W8 *- a new W9/W8 is required if you have moved within the last 30 days*

### Department Speaker

**Please submit the following *electronically* to** eknight@ku.edu

* Info Sheet
* Breakdown list and total amount of reimbursement
* Reimbursement Form – *only sign the form*
* Receipts - *must be itemized, show how the expense was paid via credit card/cash and be legible*

(E-tickets for airline charges and for those that drive - map quest submissions for mileage is acceptable)

**NOTE:** We cannot reimburse first class or business flights

**The following must be submitted *in person during your visit***

* W9 (USA) or W8 (International) – *if you are submitting w8, please bring a copy of your green card*

### Named Lecturer

**Please submit the following electronically to** eknight@ku.edu

* Info Sheet
* A copy of green card – *if applicable*
* Breakdown list and total amount of reimbursement
* Receipts - *must be itemized, show how the expense was paid via credit card/cash and be legible*

(E-tickets for airline charges and for those that drive – map quest submissions for mileage is acceptable)

**NOTE:** We cannot reimburse first class or business flights

**The following must be submitted *in person during your visit***

* W9 (USA) or W8 (International) – *if you are submitting w8, please bring a copy of your green card*

## Other required forms – to be completed by department

* Decision Tree - *online form*
* Invoice Payment (cs)

# BASIC TIMELINE (estimated - 2 weeks (prior to seminar):

* + Request for information along with a draft schedule will be sent to the host *(immediate responses will be greatly appreciated).* Please contact the speaker to request he/she make flight arrangements ASAP.
	+ An initial email reminding the speaker of his/her up-coming visit will be sent along with requests for title, abstract, flight/contact information *(if such has not already been provided by the host in a timely fashion)* and the reimbursement process*.*
	+ The host to provide a list of faculty he/she would like the speaker to meet with first. After those are scheduled then requests to fill the remaining times will be sent to all faculty members.
	+ The schedule will be turned over to the host to finalize if it cannot be completed after 3 requests.
	+ To save travel time, parking and inconvenience for the speaker, we prefer faculty to meet with a speaker as follows: west Campus - AM GLH/other - PM

**Please note, we will accommodate whatever works best for all. We can reserve a conference room in GLH for meetings –** *contact Elaine Knight or Elizabeth Coleman*

# Estimated 48 hours (prior to seminar):

* A copy of the schedule will be sent to everyone listed on the schedule (this also includes any revisions)
* A final email will be sent to the speaker highlighting arrangements made on his/her behalf
* Seminar announcement will be sent to graduates students, other departments and faculty/staff

**SCHEDULE:** Unless instructed differently, meetings with faculty start at 9:00a - *in half hour increments*

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| --- | --- |
| 8:00 | Breakfast-*optional* (faculty or grad student serves as host & provide transportation to campus) |
| 8:45 | Transport to campus |
| 9:00 | First morning meeting |
| 11:30 | Lunch with Grad Students |
| 1:00 | Student Host transports to GLH |
| 1:15 | Meet with Elaine Knight |
| 1:30 | First afternoon meeting |
| 3:30 | Meet and Greet in GLH main atrium |
| 5:15 | Host to transport to hotel/Dinner |
| 6:00/7:00 | Dinner with |

***For back-up purposes - please copy Elizabeth Coleman on all e-mails transmitted***