

# POLICY ON HOSTING OF SEMINAR SPEAKERS

## TRAVEL EXPENSES FOR EXTERNAL SPEAKERS:

Colloquium speakers who are external to UALR will have their travel costs covered according to the following guidelines. Typically, it is expected that external speakers from within the state will not have hotel expenses. Guests within the state must have prior written approval from reimbursement.

## BUDGET PER SPEAKER:

Air Ticket/Parking/Taxi/Other: up to \$550 (maximum total for all travel expenses of speaker)

Hotel: up to \$250 (for two nights; prefer 1 night)

Host Reimbursement for Meal(s): up to \$200 (breakfast /lunch/dinner, etc. with speaker per visit)

**TOTAL: \$ 1,000.00**

**Cookies/Coffee:** The College will cover up to \$100 for cookies/coffee, to be made available during the presentation of external speakers only.

## SUMMARY OF PROCESS TO INVITE SPEAKERS AND COVER THEIR COSTS:

1. IGCP and ENSS Graduate Coordinators will communicate the names of speakers and their hosts to Mrs. Dana Ball. The host will need to send Mrs. Dana Ball the guest speaker's contact information to send the invitation to, and specify the date for which that speaker will present his/her talk.
2. Mrs. Ball will keep a record of the invited speakers and will also send out an invitation letter to the speakers. The letter will have an appendix which will explain costs that will be covered. The letter itself will be signed by the Dean.
3. A request for budget transfer up to \$900 (flight, hotel, and cookies/coffee) based on the actual totals from the Travel Authorization form and Sodexo order form should be made by the department of the host. The request should come to the EIT Budget Office. **If the budget is exceeded, it will be the responsibility of the host's department to cover the difference.**
4. A Special Meeting Form will need to be submitted by the host to the department's administrative support person two weeks prior to the date of the off-campus meal (up to \$200) including information regarding the attendees (state and non-state employees), location, date, and estimated expenses. The form must be signed by the host (requestor). The department's administrative support person of the host will then submit the Special Meeting Form to the EIT Budget Office for approval.

5. In order for the host to receive reimbursement for the meals portion (dinner/lunch/breakfast with speaker, up to \$200), itemized, original receipts and a list of attendees should be submitted to the host department's administrative support person, who will then present those receipts, etc. to the EIT Budget Office attached to a Foundation Payment Authorization form. The EIT Budget Office will then complete a payment request, via the Development Office's electronic PAR/FFTA system, upon receipt.

**Please note:** There will be no reimbursement of alcoholic beverages. Also, if the guest of state wishes to pay for any expenses and be reimbursed, a W9 form will need to be completed by the guest so he/she can be added as a vendor in our system. All original receipts must be attached with the W9 form to the travel forms (Travel Authorization and Travel Reimbursement). These forms will need to be submitted directly to the department's administrative support.