

The Dean approved policy on July 29, 2022.

POLICY ON HOSTING OF SEMINAR SPEAKERS

Guest seminar speakers who are external to UA Little Rock 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.

BUDGET PER SPEAKER:

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

Hotel: up to \$350 (for two nights; prefer 1 night)

Host Reimbursement for Meal(s): up to \$250 (dinner/lunch/breakfast etc. with speaker per visit)

TOTAL: \$ 1, 150.00

SUMMARY OF PROCESS TO INVITE SPEAKERS AND COVER THEIR COSTS:

1. All DCSTEM doctoral program coordinators will communicate the names of speakers and their hosts to Mrs. Dana Ball, the Senior Research Assistant in the DCSTEM Dean's Office. The host will need to send Mrs. 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. The host of the speaker is responsible for providing original receipts from the guest speaker's travel and submitting them to Mrs. Ball in the DCSTEM Dean's 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 Mrs. Ball two weeks prior to the date of the off-campus meal (up to \$250) including information regarding the attendees (state and non-state employees), location, date, and estimated expenses. The form must be signed by the host (requestor). Each attendee should pay for his/her own meal and will be reimbursed individually. Each receipt should be original/itemized and submitted directly to Mrs. Ball. Refer below for per diem meal limits in Little Rock. These totals include tax and tip of no more than 15% allowed (pre-tax). **There will be no reimbursement of alcoholic beverages.**

Breakfast: Meal limit is \$13.00 per attendee.

Lunch: Meal limit is \$15.00 per attendee.

Dinner: Meal limit is \$26 per attendee.

5. If the guest of state pays for any expenses and should be reimbursed, a W9 form will need to be signed and submitted by the guest along with all original, itemized receipts and sent to Mrs. Ball to process.