

## Colloquium & Seminar Entertainment Policy

The Physics Department will provide foundation funds to offset some of the out-of-pocket cost of hosting a colloquium or seminar visitor. The intent of the policy is to encourage faculty to invite speakers for the department colloquia and seminars, by reducing some of the financial burden on a faculty host who shows hospitality toward the speaker.

The policy applies to the regular, academic year Physics seminars (CM/Bio, Astro, QTP, HEP) and the colloquium. However it does not apply to visits associated with faculty searches, for which separate policies are usually established. It does not apply to special seminars and events, or to speakers who are members of our faculty.

For colloquium speakers, the Department can provide Foundation funds to reimburse the allowable cost of *one lunch or one dinner* for the colloquium speaker plus one local host (1 meal × 2 people). For seminar speakers, the department can reimburse the allowable cost of one lunch or one dinner for that speaker (1 meal × 1 person). The total funds available for all reimbursements to be made under this policy is limited to \$750 in spring, and \$750 in fall. Further, a single seminar cannot claim more than 1/3, and the colloquium cannot claim more than 1/2, of each semester's allocation under this policy.

The request for reimbursement to the local host should be made to Fiscal Team. The request must include:

- The name of the speaker and the host, also identifying the seminar or colloquium.
- An itemized receipt from the restaurant plus a credit card receipt showing the amount paid including gratuity. **Both** receipts are required
- If the itemized receipt also covers others present, then the food and drink items for which reimbursement is requested must be identified.

Further details:

- Requests for more than \$25 for lunch or \$60 for dinner (per person, including tax and tip) may require special justification and may result in incomplete reimbursement, at the discretion of the department chair.
- The department will not split this reimbursement among multiple local members of a meal party.
- The speaker's Expense Report should **not** request per diem reimbursement for meals that UF is paying for through the entertainment mechanism described here.

Entertainment reimbursement for meals must also comply with additional college and [university policies](#) which are briefly summarized below. Note that when dollar limits under these policies differ from department policies, the more restrictive policy will apply:

- Lunch: No more than \$40 per person before tax and tip. No alcohol will be reimbursed
- Dinner: No more than \$75 per person before tax and tip. No more than two alcoholic drinks per person, alcohol not to exceed 30% of the pretax bill.
- Tip not to exceed 20% of the pretax subtotal.