

Policy on Reimbursement for Meals involving Seminar Speakers, Faculty Recruiting and Graduate Students

Department of Chemistry and Biochemistry - 2016

For Seminar Speakers: The Department will reimburse the costs of meals for seminar speakers up to **\$40 / person** on average up to a total of **\$120 / meal**. The Department will not reimburse the cost of alcohol. This policy does not prohibit reimbursements of meals that exceed these limits from other sources of funds, and does not apply to named lectureships. Requests for exceptions to this policy, for example, in the case of a highly visible speaker, must be made to the Chair via email, preferably prior to the date of the seminar.

For Faculty Recruiting: The Department will reimburse the costs of meals for faculty recruiting up to **\$45 / person** on average. The Department will not reimburse the cost of alcohol. This policy does not prohibit reimbursements of meals that exceed this limit from other sources of funds. No total dollar amount limit, just an average per meal limit since it may be desirable to have a larger faculty group attend.

For Graduate Student Recruiting: The Department will reimburse the costs of meals of prospective graduate students who have been invited to visit the Department as follows: **breakfast, \$15 / person** on average up to a total of \$45; **lunch, \$20 / person** on average up to a total of \$60; **dinner, \$25 / person** on average up to a total of \$75. The Department will not reimburse the cost of alcohol. The limits established above assume that the prospective student is having a meal together with 1 or 2 members of the Department (e.g. current graduate students). It is understood that for meals involving larger groups of students, e.g. during recruiting weekends, these limits may not be strictly followed.

The Department will consider hosting prospective "drop in" students who are visiting the Department but have not yet applied or been admitted, and covering the cost of one meal, either breakfast, lunch, or dinner as described above provided that the student provides a resume and is deemed of sufficient strength that he or she has a reasonable chance of being admitted in a typical recruiting year. Requests to host such a visitor must come from a representative of the admissions committee.