

POLICY FOR COLLOQUIUM EXPENSES:

- Only one breakfast, one group lunch (usually at Faculty Club) and one group dinner on the day of the talk may be charged to A1-776000.
- One additional lunch or dinner may be charged if speaker arrives the night before the talk or leaves late afternoon the next day.
- Lunches and dinners must be attended by several faculty members to be considered 'departmental.'
- Postdocs or grad students may be invited by their advisors to attend colloquium lunches or dinners, but the advisor will pick up their tab.
- Additional entertainment of speakers by other interested faculty or research groups should be paid by them.
- In special cases when additional entertainment of important speakers promises to be beneficial to the entire Dept, the expenses may be charged to A1-776000, if prior approval of Sr. Dept. Administrator/Dept. Chair has been obtained.
- Big parties given in honor of speakers by a faculty member may not be charged to A1-776000. However, other funding possibilities should be discussed with the Sr. Dept. Administrator/Dept. Chair prior to the event.
- The typical hotel stay is one night (Sunday or Monday). Up to two nights of lodging may be paid if the speaker had to arrive on Sunday night and fly on Tuesday.
- At times, a speaker's' stay is extended due to research collaborations and other interests. The additional costs should be paid by the host or the other interested parties. Prior to the visit, the staff should be informed of the sources of funding for the non-colloquium portion of the expenses.
- An honorarium of \$100-\$200 may be given to very distinguished speakers in addition to reimbursement of travel expenses. Occasionally, a larger honorarium may be given in lieu of travel expense reimbursements. The amount should be equal to an average travel expense reimbursement.

POLICY FOR COLLOQUIUM EXPENSES (continued):

- Lunch costs should not exceed \$30 per person and dinner costs should not exceed \$75 per person. These totals include food, beverages, taxes, gratuities (max. 20%) and any other fees.
- Use of a departmental purchasing card is encouraged.
- Restaurants and vendors should be informed of Rice's tax exempt status.
- The cost of Rice spouses attending entertainment functions may only be included if guests' spouses were also in attendance.

From University Policies:

- The cost of alcoholic beverages served at a business meeting must be separately identified and coded to general ledger account code 70880, Alcoholic Beverages. **The cost of alcoholic beverages may not be charged to research awards.**
- Cohen House or other on-campus services should normally be used for luncheon meetings.
- Original receipts, invoices or written agreements are required for all business meetings/entertainment expenses.
- Procedures for Inviting a one-time speaker: <http://www.ruf.rice.edu/~ois/docs/onetimevisitor.pdf>