

# NCSU-Chemistry Department Entertainment Reimbursement Policy and Guidelines For Speakers, Candidates and other Guests

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*Since resources to cover entertainment expenses are limited, the faculty host should use discretion in selecting the restaurant and in the number of faculty who are invited to participate.*

## ***General Reimbursement policy:***

- Graduate students who host a meal with will be reimbursed at 100%. No more than three students should host a meal.
- For breakfasts and lunches, no alcohol expenses will be reimbursed (unless ordered by a faculty candidate; which would be unusual). For dinners, alcohol expenses in excess of 25% of the bill will not be reimbursed.
- Reimbursement requests that exceed the amounts below will be considered out-of-pocket expenses for the departmental employees.
- It is strongly suggested that no more than three departmental employees accompany a visitor to avoid exceeding these amounts.

## ***Reimbursement for entertainment (i.e. meals) for seminar guests hosted by departmental employees (typically faculty):***

- Breakfast up to \$50
- Lunch up to \$100
- Dinner up to \$200

## ***Reimbursements for entertainment (i.e. meals) for faculty candidates hosted by departmental employees (typically faculty):***

- Breakfast up to \$50
- Lunch up to \$150
- Dinner up to \$300

***This policy applies to reimbursements from any departmental account.***

## *Departmental Guidelines*

- ✓ Refer to NCSU Chemistry Department Entertainment Reimbursement Policy for departmental allowances.
- ✓ The Entertainment Reimbursement Form must be completed and attached to the receipts for processing your reimbursement. Be certain to complete your form with the below requested information:
  - Enter your information (name, address, email, etc)
  - Seminar speaker or faculty candidate's name
  - Names of all in attendance, including yourself
- ✓ The detailed restaurant receipt and proof of payment (credit and receipt) are required to process reimbursement
  - Tape these receipts onto the second sheet of reimbursement form
  - Take care not to tape the printed portion of the receipt, as this will fade the print over time.
  - Circle the guest's items
- ✓ Include Itinerary/Agenda for Visitor/Faculty Candidate when submitting reimbursement.
- ✓ No reimbursement will be made for other items forms of entertainment outside of breakfast/lunch/dinner events; such as "having a drink".
- ✓ Reimbursement requests for alcohol (beer, wine, liquor) purchases must be approved by the Department Chair and the Dean. Please be aware that reimbursement requests for these items can be denied.
- ✓ Employee reimbursement requests require Department Head authorization before they can be forwarded to University Accounting.
- ✓ You cannot authorize your own reimbursements.

*Revised 12/18*