

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

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 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, regardless of funding source.
- 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.

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 and address)
 - 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 Head 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.

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