

## COLLOQUIUM HOSTING DUTIES (as of 08/8/17)

**\*\*\*NOTE:** *Before Colloquium Day - request for export control information is sent to all colloquium speakers – this info is requested by Barbara - along with itineraries.*

Barbara will email speaker regarding travel plans and lodging requirements at the beginning of the semester and again prior to arrival. Also Barbara will contact speaker to request abstract and title for Talk.

Host will contact speaker via e-mail to discuss logistics for visit/arrange meetings with faculty/students via email; and/or dinner participants and distribute attendees list via email; send schedule to the speaker; circulate speaker's schedule to department

Barbara will purchase cheese & crackers (the department will provide wine).

Colloquium day - Obtain visitor's office key from student or Barbara.

The visitors' office (1127) is reserved for colloquium speakers by the student employee or Barbara, if the speaker wants wireless, go to <https://www.oit.umd.edu/guest/> and use your UMD login to create a guest account for up to 30 days. Obtain biographical info for introduction, and escort the speaker to his or her first appointment

Travel reimbursement form for speaker along with instructions and a page for original signature will be in your mailbox.

**IMPORTANT REMINDER** - Colloquium speakers are covered by KFS 2932160 for a maximum of 3 days lodging, normal stay is 2 days. *(All exceptions will be reviewed by Dr. Harris.)* If expenses are split between two accounts, please send the information to Barbara.

The speaker will have lunch with the graduate students in 1150 PSC @ 12:15. Espresso (cups for visitors are in the kitchen or in the Administration Office (1208 PSC) along with espresso pods; ice cream will be setup near 1148/1150 PSC (1:45 pm). The room for the colloquium is ATL 2400; the graduate student assisting the colloquium host will bring a laser pointer and a bottle of water for the speaker (please see student assistant or Barbara in 1208 PSC)

Introduce speaker before talk; take questions after talk/escort speaker to wine & cheese.

*Wine, cheese & crackers will be set up in 1150 PSC (Graduate Lounge)*

Prior to dinner, the tray, corkscrew, knives, and other items used for wine, cheese, and crackers should be taken to the kitchen. (please leave on counter near trash receptacles-DO NOT PUT IN THE SINK-per housekeeping)

*Arrange for dinner as appropriate*, normal limit is four which includes the speaker; however, if one member of the dinner party is a grad student, the limit is five; if two or more are grad students, the limit is six

Return visitor key to student in 1208B or Barbara in 1208.

*Dinner expense reimbursement must be submitted as a travel expense form. (please see instructions below)* In order to comply with state audit requirements it is crucial to obtain both an itemized receipt showing everything purchased and proof of payment (i.e. credit card receipt). Expenses for alcohol must be separate. Remember to list dinner attendees in the comments section of the TES.

### INSTRUCTIONS FOR PROCESSING TES-DINNER EXPENSES

We are allowed to process local business meals and meeting refreshments reimbursements via an ELF Travel Expense Statement (TES). We must still adhere to campus documentation standards (e.g. original detailed receipt, proof of payment, and a list of attendees or the announcement of the public event), but we have found that this is quicker and less painful because it does not involve Accounts Payable or other offices on campus. A Travel Approval Request (TAR) *is not required* and one TES should be used for multiple transactions.

When completing the TES –

- (1) On the Traveler Tab, leave the Trip Number field blank
- (2) Choose 3315 (Business Meals) from the Sub-code drop down box
- (3) Use KFS-2932160
- (4) Complete the other fields as usual
- (5) On the Itinerary Tab, the origin code will be "\*\*\*\*" Driving
- (6) On the Expenses Tab, add expense data for each of the receipts to be reimbursed
- (7) Be sure to choose (98) Business Meals in the Cost Code drop down box.
- (8) Once completed, send it electronically to the Astronomy Travel group
- (9) Print, sign & date the form
- (10) Attach the receipts and other information
- (11) Submit the package to Adrienne

**\*\*Note:** For the colloquium or any business dinner, before placing the order, it is best to request separate receipts for alcohol purchases because those reimbursements will have to be processed through one of the Department's Foundation accounts. Those receipts along with the meeting description and a list of attendees/announcement of public event should be given to Dorinda or Adrienne. These reimbursements will be mailed by the Foundation to the employee's address. If you have any questions about the TES for dinner expenses, please contact Ms. Dorinda Kimbrell – [kimbrell@astro.umd.edu](mailto:kimbrell@astro.umd.edu).