**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 appointments with faculty/students via email; solicit lunch 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 mail room 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/](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. Vogel)* If expenses are split between two accounts, please send the information to Barbara.

- There is a standing lunch reservation @ Adele’s for 7 people @ 12:30. Please let Barbara know your final lunch count by 11:30 am on Wednesday. Get lunch card from Barbara. Take speaker to lunch (meet at 12:15 pm in Ellipse area of PSC near circular stairs); espresso (cups for visitors are in the kitchen and espresso pods are in Barbara’s office-1208); ice cream will continue to be setup in the CSS lobby (1:45 pm). The room for the colloquium is CSS 2400; the graduate student assisting the colloquium host will bring a laser pointer and a bottle of water for the speaker (refrigerator-PSC kitchen!

- Return lunch card to Barbara. *Give Adrienne list of lunch attendees and receipt.*

- 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, a graduate student will take tray, corkscrew, knives, and other items used for wine, cheese, and crackers to the kitchen.

**Arrange for dinner as appropriate,** normal limit is four which includes the speaker; however, if one or more members of the dinner party are grad students, 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). 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.