

*HOSTING DUTIES FOR IN PERSON COLLOQUIUM (as of 8/23/23)*

- Barbara will email speaker regarding travel plans and lodging requirements prior to start of the semester and again before arrival. Also, Barbara will contact speaker to request abstract & title and lunch order.
- Host should contact assigned speaker via e-mail to discuss logistics for visit.
- Host will arrange appointments with faculty/students via email; send schedule to the department and speaker; solicit dinner participants and distribute dinner information to the department via email
- *The host will purchase cheese & crackers (wine provided) – please give items to Barbara in 1208 PSC*

Colloquium day

- Obtain visitor's office key from front office student or Barbara. Take speaker to visitor's office (PSC 1127), if wireless is needed, please provide visitor with access- go to- [it.umd.edu](http://it.umd.edu) and search for [umd-guest network](#) . Guest will be offered 24 hours of wireless access to Internet after creating an account and allows connection for up to three devices per account. To register, guests must have a device capable of receiving SMS text messages.
- Obtain biographical info for introduction and escort the speaker to his or her first appointment.
- *(instructions for dinner reimbursement on page 2)*
- The speaker will eat lunch with the graduate students in 1150 PSC @ 12:30.
- Espresso and ice cream @ 1:45 near 1136 PSC (cups for visitors are in the kitchen and espresso pods are in Barbara's office-1208) 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
- (Host)- Introduce speaker before talk; take questions after talk.
- Escort speaker to small reception in 1150 PSC *(Wine, cheese & crackers)*
- Arrange for dinner as appropriate. Prior to dinner, please take tray, corkscrew, knives, and other items used for cheese & crackers and wine to the kitchen and *leave on the counter, not in the sink (per housekeepers)*
- Return visitor key to student or Barbara in 1208.

**Please follow the instructions below for creating and submitting Expense Reports for Local Meal Reimbursement. This includes dinners hosting Astronomy Department visitors, including colloquium cheese/crackers. Reimbursement for Alcoholic beverages must be processed through the UMCP Foundation. Please keep all expenses and receipts for alcoholic beverages separate from other meal expenses. Receipts for Alcoholic beverages should be submitted to John Cullinan for reimbursement.**

- 1. From the 'Expense' tab within Concur, select 'Create New Report'**
- 2. The report type should be 'UMD Travel and Hosting' - Report/Trip Name can include something like 'colloquium hosting - [date], [speaker name]'. The Report/Trip Purpose should be 'Local Business Meals', traveler type should be 'faculty', Report/Trip Type should be 'In-State (No Overnight Stay)', and please be sure to use KFS 1119300**
- 3. Once you've provided all of the necessary information, click the 'Create New Report' button in the bottom right corner of the page.**
- 4. From there, you'll start adding expenses. Select the 'Add Expense' button, then 'Create New Expense'. The Expense Type to select is 'Group Meals/Hosting < 10 attendees**
- 5. Provide the necessary information on the next page, and upload the receipt - you should be able to drag and drop. Please be sure to choose Payment Type 'Paid by Employee' for all out-of-pocket expenses.**
- 6. Once you have filled out the required fields, you'll need to add attendees to the expense. To do this, hit the 'Attendees' button just under the 'Details' tab within the expense. Your name should already be listed as an attendee, press the 'Add' button to add others, and you should be able to search by name. Any attendees not listed in the system - most likely for guests - can be added by choosing 'Create New Attendee'**
- 7. Once all of the expenses have been added, you can submit the report and it will be routed to the Business Office for review and approval.**