February 25, 2015

From: Lou Densmore
Chair

Re: Biological Sciences
Departmental Policy

Payment of Seminar Speaker Meals

To accommodate our seminar speaker series, the Department will initiate the following policies:

All meals purchased for seminar speakers must be done so with a Procurement Card. Reimbursement of this expense is no longer allowed. If you do not have access to a Procurement Card, contact Lou, Carol Espinosa or Lisa Torres.

The department will pay the cost of breakfast, lunch and dinner for the seminar speaker and up to two additional faculty or grad students. The total bill, including tip, must not exceed the following limits.

Breakfast: up to $45.00 including tip

Lunch: up to $75.00 including tip

Supper: up to $120.00 including tip

If the cost is above what is listed on any of the meals exceeds this amount, the DBS faculty will be responsible for the difference in cost.

The department will not pay for alcohol. It is not allowed on the department FOP.

For meals with less than three people, please adjust the cost accordingly.

Please obtain an itemized meal receipt with each meal listed and give it to the procurement card owner.

Tax is not allowed as this is a State of Texas tax exempt expense. Check the receipt to assure that tax was not applied. If tax was applied, request a tax credit from the restaurant.

Please make sure that the restaurant will take a credit card.

These policies will be evaluated and revised in August of each year.