

## **Meal expenses: Department of Physics visitors (colloquium & candidates)**

The Department supports the departmental colloquium and the recruitment of faculty candidates, with guidelines to keep costs reasonable.

### Procedures:

- The host for a department visitor is responsible for arranging to have either the host or attendees cover any excess costs. Excess costs can be charged to university funds, if allowable, or reimbursed out of pocket.
- Total meal costs include food, tips, and beverages.
- The host is responsible for providing itemized meal receipts and the names and roles (e.g., faculty, graduate student, etc.) of attendees to the Main Office.
- The Chair must preapprove any exceptions, such as paying for a guest (e.g., spouse or accompanying collaborator) of the visitor.

### Dinners:

- The department will pay for one dinner for a visiting **colloquium speaker** and qualified attendees. For the speaker and one other attendee, the cap is \$130. For two attendees, the cap is \$195. For three or more attendees, the cap is \$260.
- Dinners for a **faculty candidate** with qualified attendees will be covered. For the speaker and one attendee, the cap is \$160. For two attendees, the cap is \$240. For three or more attendees, the cap is \$320.
- Qualified attendees for dinners are SU faculty and a maximum of one other physics department member or scientific visitor.
- Examples:
  - If a dinner with a colloquium speaker and a faculty member and a postdoc costs \$250, the host must somehow cover  $\$250 - \$195 = \$55$ .
  - If a faculty candidate has a dinner with 5 faculty for \$210, the dinner is covered entirely by the Department.

### Lunch and breakfasts:

- The department will pay for the meals of visiting **colloquium speakers** and **faculty candidates**.
- The department will cover the reasonable costs for lunches for up to 6 graduate students with a **colloquium speaker** or **faculty candidate**, summed over the whole visit.
- The department will cover the total costs, up to about \$15/person/meal, for all breakfasts and lunches, with up to four faculty members or postdocs joining a **faculty candidate**.
- All visitors may attend faculty lunch.

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