Special Seminars

The Seminar Committee must approve **all special seminars**. Contact James Johns, Seminar Committee chair, at 612-625-9021, jjohns@umn.edu, 335 Smith Hall. A funding source must be identified.

**Primary responsibility for special seminar arrangements falls to the faculty host.**

Special seminars are defined as *any seminar that is not a regularly scheduled departmental seminar, or named seminar such as AbbVie, Aldrich, Bayer, Crawford, Dow, Etter, Gassman, Kolthoff, and Moscowitz.*

Host responsibilities include the following:
- Information from speaker for publicity
- Hotel reservations
- Schedule
- Food
- Expense reimbursement forms

Eileen Harvala is responsible for publicity only: abstract/information flyer creation and posting on the bulletin boards, website postings on the seminar web page and web calendar, Department of Chemistry Weekly News, and email announcements. Contact Eileen at 612-624-0831, harva015@umn.edu, 137 Smith Hall.

Details on special seminar how-tos are contained in the following pages.
Special Seminar Guide

Seminar room availability
Our seminar room, 331 Smith Hall, has been reserved by the Department of Chemistry for the following times and days of the week: 9:45 a.m. to 11 a.m. Tuesday and Thursday, and 3:35 p.m. to 6 p.m. Monday, Wednesday, and Friday. Alternative locations and/or times/days of the week need to be reserved through the Office of Classroom Management at http://www.classroom.umn.edu/scheduling/classroom_schedules.html.

Information Gathering
The following information is needed from seminar speakers as soon as possible. Give yourself six to eight weeks to complete all the steps necessary for a successful seminar. Ideally, you will have two months to prepare for the seminar.

✔ Flight arrangements: ask the seminar speaker to make those flight reservations and send you the itinerary (this is important information needed for hotel reservations and for schedule creation)
  • Typically, advise the speaker to arrive in late afternoon the day before the seminar, and to depart late in the afternoon or early evening the day of the seminar.

✔ For publicity: Seminar title and abstract, and photo
  • Ask the speaker to send the title and abstract for his or her lecture, and a photo to Eileen Harvala, harva015@umn.edu as soon as possible for abstract creation, schedule development, and publicity.
  • Let Eileen know the time, date, and place of the seminar as soon as possible.
    o Send any other information that you might have about the speaker such as title, university, research interests, and website link to Eileen Harvala as well.

✔ Names of faculty members with whom they want to meet from inside and outside the Department of Chemistry.

Hotel Reservations
✔ Make hotel reservations as soon as you have the flight itinerary.
  • First choice: The Commons Hotel, 615 Washington Avenue S.E., Minneapolis, MN 55414, 612-379-8888. Typical costs are $159 a night with room tax per night at $18.63.
    o You can make a reservation via email by contacting Brittney Collins at bcollins@commonshotel.com. The Commons Hotel sometimes sells out all of its available rooms. If in a bind, contact Thomas Hansen, 612-362-6631, or thansen@commonshotel.com.
    o If calling, identify yourself as being from the Department of Chemistry at the University of Minnesota, and ensure that you ask for the “university rate.”
    o Tell them that the hotel will be sent a purchase order (requisition request form on our accounting web page at http://www.chem.umn.edu/services/accounting/Purchasing.html).
    o You will be asked to provide an address, 207 Pleasant Street S.E., and a phone number.
    o Take note of the room rate because it varies depending on the time of year (ask for tax information as well) and the confirmation number that you will be provided, which is needed for the purchase order (requisition request form on our accounting web page).
    o As an FYI, The Commons Hotel vendor number, which is needed for the purchase order, is 0000061242.

If there are no rooms available at The Commons Hotel at the university rate, alternative hotels, in order of preference, include:
  Courtyard Minneapolis (shuttle available)
  1500 Washington Avenue South
  Minneapolis, MN 55454
Ask for the university rate. Take note of the confirmation number, which is needed for the requisition order. Typical university rate is $149 per night and $19.83 per night.

After making the reservation, immediately fill out the Requisition Request Form, an online form, (a sample is attached), by going to the “create requisition” section of our purchasing web page at http://www.chem.umn.edu/services/accounting/Purchasing.html. Click on the Requisition Request Form.

- Before submitting the requisition
  - Print a paper copy for your files
  - Print to or save as a PDF to create an electronic version for your files.
- Accounting will send you an email it has responded to the PO request.
  - Keep that email because sometimes the hotels lose the PO.
  - If needed, accounting can also quickly resend the PO to the hotel.
    - Need help; contact Jamie Johnson at 612-626-7541, john1065@umn.edu, or 141 Smith Hall.
    - After the speaker leaves, accounting will ask you via email to OK payment to the hotel.

Food
You can bring your own food to the seminar or order from University Dining Services.

To order online from University Dining Services, go to http://www.dining.umn.edu/Catering/onlineordering.html

- Create an account and login password.
- Follow the instructions on the website for ordering. (A sample order is attached.)

A typical order for the morning includes 3 dozen cake donuts, 3 dozen raised donuts, 1 dozen seasonal fruit without apples, 2 gallons fair trade java city regular coffee, 1 gallon hot apple cider.

A typical order for the afternoon includes 5-dozen assorted cookies, 1-gallon lemonade or hot apple cider, 1-gallon fair trade java city regular coffee.

- To ensure that the food arrives before the seminar, specify a delivery time 45 minutes before the start of the seminar; i.e., 9 a.m. delivery for 9:45 a.m. seminar start time, or 3:30 p.m. delivery for 4:15 p.m. seminar start time.
- Choose confirm on the email that you will receive after placing the order.
- Sign the contract PDF that you typically receive a few days before the seminar, and fax it back to UDS at 5-0993. You must do this to ensure delivery of the food.
- Remove the coverings from the food before the start of the seminar.
- Clean up after the seminar.

Seminar/Faculty Meeting Schedule
Draft a possible schedule (a sample and blank template are attached)

- Include information about
  - Flight arrival and departure
  - Transportation to and from the airport
  - Dinner with faculty
  - Lunch with students
• Give yourself a minimum of two weeks to fill the schedule (three weeks is better).

✔ For easy scheduling, use Doodle.com at http://www.doodle.com/ (step-by-step instruction examples attached)
  • Click on schedule an event located on the left.
  • Fill out the title, description, your name, and email address information. Click next.
  • Select the dates. Click next.
  • Fill out the times. Use the 24-hour clock such as 08:00, 08:30, 09:00, 09:30, 10:00, 10:30, 11:00, 11:30, 12:00, 13:00 (1 p.m.), 13:30, 14:00 (2 p.m.), 14:30, 15:00 (3 p.m.), 15:30, 16:00 (4 p.m.), 16:30, 17:00 (5 p.m.). You will see the times change to regular time when you move on to the next time slot. Click next.
  • Click basic poll, you send the invitation, and finish.
  • You will then see a participation link, which you want to include in your email to faculty, and an administration link, which allows you to modify and close the poll. No need to copy these links, you will receive them in emails.
    o Keep those emails
  • You receive an email when someone signs up.
    o Click on the link and you will see the names and times of everyone who has signed up.
  • Seminar hosts are responsible for filling the vacant slots.

✔ Send a message to chemistry faculty at chem-chemfac@lists.umn.edu, chem-gradfac@lists.umn.edu, and other faculty from outside the Department of Chemistry with whom your speaker would like to visit or you think should be included. Include the seminar abstract PDF as an attachment if available from Eileen. Please note that available seminar abstract PDFs are posted on the Department of Chemistry seminar web page at http://www.chem.umn.edu/seminar/.
  • Include a sign-up deadline, and keep it tight (3 to 4 days)
  • Reflect back to faculty members their assigned times as soon as possible for their calendar purposes
    o Once you have announced the time slots to faculty members, just work with them directly on any changes.
  • Send a reminder email with time slots already taken by faculty members, and open times
  • Recruit faculty to fill in the vacant slots

Below is an example of an initial email message to faculty.

Tobias Ritter, an associate professor in the Department of Chemistry & Chemical Biology at Harvard University, will be here for a Dow Lecture Series seminar, Thursday, May 5. There are opportunities to meet with him that day. The link to the Doodle sign up is http://www.doodle.com/nihmivmm8xds26a4. Please sign up by 5 p.m. Tuesday, April 26.

Ritter’s research interests are synthetic organic and organometallic chemistry; development of new synthetic methods based on transition metal catalysis; and stereoselective synthesis of biologically active natural and unnatural products.

His seminar on May 5 is entitled, Late-Stage Fluorination. A PDF of his abstract is attached. You can find out more information about Ritter at http://www.chem.harvard.edu/groups/ritter/tobias.html.

Below is an example of a reminder email message to faculty.

Tobias Ritter, an associate professor in the Department of Chemistry & Chemical Biology at Harvard University, will be here for a Dow Lecture Series seminar, Thursday, May 5.

There are opportunities to meet with him that day.
Current assigned times are:
8:45 a.m. Tom Hoye
11 a.m. Larry Que
1 p.m. Andrew Harned
1:30 p.m. Marc Hillmyer
2 p.m. Wayne Gladfelter
2:30 p.m. Connie Lu
4:30 p.m. William Tolman

Open/available times:
3 p.m.
3:30 p.m.
4 p.m.

The link to the Doodle sign up is http://www.doodle.com/nihmivmm8xdsz6a4. Please sign up by 5 p.m. Tuesday, April 26.

Ritter’s research interests are synthetic organic and organometallic chemistry; development of new synthetic methods based on transition metal catalysis; and stereoselective synthesis of biologically active natural and unnatural products.

His seminar on May 5 is entitled, Late-Stage Fluorination. A PDF of his abstract is attached. You can find out more information about Ritter at http://www.chem.harvard.edu/groups/ritter/tobias.html.

✔ Once the schedule is complete . . .
• In a personalized message, send the schedule, a few days in advance, to the seminar speaker along with a welcome message and other logistical information.
• Send to all faculty via chem-chemfac@lists.umn.edu, and chem-gradfac@lists.umn.edu.
• Send to Eileen Harvala at harva015@umn.edu, Chris Lundby at lundby@umn.edu, Susan Wrayge at wrayg002@umn.edu, and Deborah Schoenholz at schoe030@umn.edu.

Below is a possible schedule message to a speaker.
Dear Professor Sykes,

Attached to this email is your schedule for Wednesday and Thursday. It contains logistical information for your visit. We will have a transportation service pick you up at the airport. They will be waiting in the baggage/ground transportation area of the airport. Please call them upon your arrival. Could you also send me a cell phone number that I can pass on to them? The same service will take you to the airport on Thursday. [Insert your own transportation arrangements.]

Christy is going to meet you at the Radisson University Hotel and take you to dinner.

After a difficult winter, spring is being elusive this year, and we are expecting possible snow on Wednesday. Our temperatures are in the 40s and 50s. [Visitors find it helpful to receive a heads-up about our current weather so they can plan accordingly.]

Please contact me if you have any questions. We are looking forward to your visit.

Sincerely,
[Name]

Meeting Room Reservations
✔ If you need to reserve a room for faculty from outside the Department of Chemistry to meet with the seminar speaker, go to http://www.chem.umn.edu/services/room/. 139C Smith Hall is a good room for such meetings, if available.
Hospitality/Expense Reimbursement forms

✔ For hospitality/expenses/forms (examples are attached), go to http://www.chem.umn.edu/services/accounting/Hospitality.html. On this page you will find:

• Expense limits, which must be adhered to
• Visitor expense reimbursement form that you want to give to the seminar speaker, which must be returned with original, itemized receipts (please note: our university has to have original receipts and does not accept PDFs)
  o Give form to speaker before he or she leaves campus, or send with other information such as schedule, etc., via email
    ▪ Speaker can leave the signed form with you or return to you with original expense receipts
  o There are multiple forms that must be filled out for international speakers
    ▪ Check with the accounting office to ensure that you have all of the forms
    ▪ Set up an appointment with accounting and the speaker for possible assistance in filling out those forms
• Employee expense reimbursement form
  o It is important to include itemized—not just aggregate—receipts
    ▪ Obtain separate alcohol and food receipts
  o Reminder: Do not use PCards to purchase alcohol
• Campus Club form
  o Fill out and give to Jamie Johnson, 141 Smith Hall, to obtain Campus Club cards
  o After lunch use the same form and fill out the amount, or use the one provided by the Campus Club, and tape the receipts to a piece of paper and give to Jamie, 141 Smith Hall.
    ▪ Do this as soon as possible after lunch.
    ▪ Return unused Campus Club cards to Jamie as well

✔ Complete all expense forms as soon as possible and take to the accounting office, 141 Smith Hall.
✔ All receipts should be taped to paper.
✔ Make copies of the expense forms and the receipts and keep in your files.
# Department of Chemistry Requisition Request Form

## Requestee Information

<table>
<thead>
<tr>
<th>Requested by:</th>
<th>Harvala, Eileen G.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>612-624-0831</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:harva015@umn.edu">harva015@umn.edu</a></td>
</tr>
<tr>
<td>Ship To:</td>
<td></td>
</tr>
<tr>
<td>Attention:</td>
<td></td>
</tr>
<tr>
<td>Room #:</td>
<td></td>
</tr>
</tbody>
</table>

## Vendor Information

<table>
<thead>
<tr>
<th>Vendor Name:</th>
<th>University Hotel Minneapolis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>615 Washington Ave. S.E.</td>
</tr>
<tr>
<td></td>
<td>Minneapolis, MN 55414</td>
</tr>
<tr>
<td>Vendor ID: (if known)</td>
<td>0000061242</td>
</tr>
</tbody>
</table>

## Item Information

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit</th>
<th>Description (give part numbers and other details)</th>
<th>Cost/Unit</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ea</td>
<td>Lodging for Student Seminar Series</td>
<td>114</td>
<td>114</td>
</tr>
<tr>
<td></td>
<td></td>
<td>speaker Professor David MacMillan</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monday, September 19, 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Confirmation #1362226</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Shipping and Handling $15.28

**The University of MN is a tax exempt organization and all purchases should be made with this in mind.**

Estimate Total Cost: $129.28

---

**Account Information**

**(NOTE: Not all accounts use all chartfields)**

Name of research project or title of Grant:

Chart String:

Fund: (4)

Dept ID: (5)

Program: (non-sponsored, 5)

-OR-

Project: (sponsored, 8)

Fin EmplID (8)

Chart Field 1: (10)

Chart Field 2: (10)

---

**Justification**

**Who** (name of individuals or the group to use the item(s)):

Professor David MacMillan, student seminar series speaker

**What** (is being ordered; ie chemicals, equipment, software, etc): One night's lodging

**Where** (will this item(s) be used; ie lab room#, stockroom, etc):

University Hotel Minneapolis, 615 Washington Ave. S.E., Minneapolis, MN 55414

**Why** (are you making this purchase) -OR-

Why (is this purchase necessary for your research):

In order to attract the best speakers possible to the Department of Chemistry’s Student Seminar

**How** (does this purchase benefit the account being charged) -OR-

How (will this benefit the project when using sponsored funds):

Enable the Student Seminar Series hosts to provide appropriate lodging to visiting guest

Comments/Special Instructions:

Additional information: Ryan Hue, series coordinator, 612-624-7824, huexx001@umn.edu

**Name of Account Owner** (if different from Requester): Chuck Tomlinson

This request will be submitted to the Accounting Office for processing.

[Submit Requisition]
**Customer Information**

- **First Name:** Eileen
- **Last Name:** Harvala
- **Department:** Chemistry
- **Email:** harva015@umn.edu
- **Phone:** 612-624-0831
- **Fax:** 612-626-8659

**Delivery / Pickup Information**

- **Method:** Delivery
- **Delivery Contact:** Eileen Harvala
- **Delivery Phone:** 4-0831
- **Event Name:** Ritter Seminar
- **Building:** Smith Hall
- **Room #:** 331
- **Cell Phone:** [Redacted]

**Event Information**

- **Guest Count:** 60
- **Pick-up / Delivery Date:** Thursday, 5/5/2011
- **Room Access Time:** 9:00 AM
- **Food Delivery Time:** 9:00 AM
- **Event Start Time:** 9:30 AM

**FOOD**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
<th>Price</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cake Donuts</td>
<td>3</td>
<td>$11.99</td>
<td>$35.97</td>
</tr>
<tr>
<td>Raised Donuts</td>
<td>3</td>
<td>$11.99</td>
<td>$35.97</td>
</tr>
<tr>
<td>Seasonal Whole Fruit - per dozen</td>
<td>1</td>
<td>$9.99</td>
<td>$9.99</td>
</tr>
<tr>
<td>Individual Assorted Yogurts - per dozen</td>
<td>1</td>
<td>$11.99</td>
<td>$11.99</td>
</tr>
</tbody>
</table>

**Order Confirmation**

ORDER #4957
Thursday, 5/5/2011
Ordered On: 4/5/2011

Confirmation Pending
**BEVERAGES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Price</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fair Trade Java City Regular Coffee - per gallon</td>
<td>2</td>
<td>$17.99</td>
<td>$35.98</td>
</tr>
<tr>
<td>Hot Apple Cider</td>
<td>1</td>
<td>$17.99</td>
<td>$17.99</td>
</tr>
</tbody>
</table>

* The administrative charge is not intended to be a tip, gratuity, or service charge for the benefit of employees

**Order Totals**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Total</td>
<td>$147.89</td>
</tr>
<tr>
<td>Delivery Charge</td>
<td>$10.00</td>
</tr>
<tr>
<td>Tax (7.4%)</td>
<td>$11.68</td>
</tr>
<tr>
<td>Order Total</td>
<td>$169.57</td>
</tr>
<tr>
<td>Balance Due</td>
<td>$169.57</td>
</tr>
</tbody>
</table>

**Special Instructions**

Order #4957

https://umn.catertrax.com/shopprintinvoice.asp?intOrderID=...
Title

David Sherman, Abbott Workshop Series, May 20-21

Location (optional)

e.g., 1600 Amphitheatre Parkway, Mountain View

Search map

Description (optional)

Professor David Sherman from the Life Sciences Institute and Departments of Medicinal Science, Chemistry, and Microbiology & Immunology at the University of Michigan will present an Abbott Workshop in Synthetic Organic and Medicinal Chemistry, Friday, May 20, and Saturday, May 21. There are opportunities for faculty visits with him, Friday, May 20.

Your name

Eileen Harvala

E-mail address (recommended)

harva015@umn.edu

If you supply an e-mail address, you will receive the link to administer your poll. This will not create a MyDoodle account automatically.

Days

Click on the dates you would like to choose.

Selected dates:

Friday, May 20, 2011
Schedule an event


**Times**

Enter any number of time suggestions for each day. If you do not enter an actual time span, the suggested date is shown as all-day.

Enable time-zone support

<table>
<thead>
<tr>
<th>Fri, 5/20/11</th>
<th>Time 1</th>
<th>Time 2</th>
<th>Time 3</th>
<th>Time 4</th>
<th>Time 5</th>
<th>Time 6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9:15 AM</td>
<td>9:45 AM</td>
<td>10:15 AM</td>
<td>10:45 AM</td>
<td>2:00 PM</td>
<td>2:30 PM</td>
</tr>
</tbody>
</table>

Add further time slots
Copy and paste first row

**Basic Poll**

For a basic poll you can just skip this step, otherwise choose from the settings below.

**You send the invitation**

Use your own e-mail application to manually send the Doodle link to everyone you wish to invite.
Thanks, Eileen Harvala
Your poll has been created successfully.

The following two links have been sent to harva015@umn.edu in one e-mail each.
If you don't receive the mails ...

**Participation link**
Send this link to anyone you wish to invite.
http://www.doodle.com/dgncxe644rz273dq

**Administration link**
Access this link to change, close or delete this poll.
http://www.doodle.com/dgncxe644rz273dqyy94t394/admin

From: Doodle <mailer@doodle.com>
Subject: Doodle: Admin Link for "David Sherman, Abbott Workshop Series, May 20-21"
Date: April 29, 2011 9:08:10 AM CDT
To: <harva015@umn.edu>

DO NOT forward this mail.

Use the following link to edit or delete your poll for "David Sherman, Abbott Workshop Series, May 20-21":

http://doodle.com/dgncxe644rz273dqyy94t394/admin

You should not give away this address in order to prevent others from modifying or deleting your poll.
If you do not want to use the administrative functions, you can simply ignore or delete this mail.
Besides, old polls at Doodle are deleted automatically from time to time.

If you did not initiate this poll, somebody must have used your e-mail address by accident. Please ignore this mail.

If you do not wish to receive further notifications for this poll from Doodle, please follow this link to unsubscribe:
http://doodle.com/dgncxe644rz273dqyy94t394/admin#notifications
You have initiated a poll "David Sherman, Abbott Workshop Series, May 20-21" at Doodle. The link to your poll is:

http://doodle.com/dgncxe644rz273dq

Share this link with all those who should cast their votes. Do not forget to cast your vote, too. (If you did not initiate this poll, somebody must accidentally have used your e-mail address; simply ignore this e-mail, please.)
Special Seminar: Dennis Hore
Wednesday, April 6

Assistant Professor

Dennis Hore

Department of Chemistry
University of Victoria

Amino acids, polymers, and water: a bottom-up approach to understanding protein adsorption at surfaces

Research interests: solving structural problems in biophysical chemistry and materials science, including elucidating the structure of membranes and adsorbed proteins, and understanding how polymer surface structure evolves from bulk structure.

Website: http://www.chemistry.uvic.ca/people/dkh.php

Schedule

Tuesday, April 5

Arrives at 9:35 p.m. Air Canada 5505. Takes taxi to the Radisson University Hotel, 615 Washington Ave S, Minneapolis, MN, 612-379-8888, confirmation # 1179463

Wednesday, April 6

<table>
<thead>
<tr>
<th>Time</th>
<th>Name</th>
<th>Room #</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30-11 am</td>
<td>R. Lee Penn (will meet Dennis in the lobby of the Radisson &amp; escort to Smith Hall)</td>
<td>225 Smith Hall</td>
<td>612-626-4680</td>
</tr>
<tr>
<td>11-11:30 am</td>
<td>Aaron Massari</td>
<td>245 Smith Hall</td>
<td>612-626-8416</td>
</tr>
<tr>
<td>11:30-1:30 pm</td>
<td>Lunch with students Tim Anglin, Benj Fitzpatrick, Zahra Sohrabpour at Campus Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:30-2 pm</td>
<td>Steve Kass</td>
<td>223 Smith Hall</td>
<td>612-625-7513</td>
</tr>
<tr>
<td>2-2:30 pm</td>
<td>Mark Distefano</td>
<td>668C Kolthoff Hall</td>
<td>612-624-0544</td>
</tr>
<tr>
<td>2:30-3 pm</td>
<td>David Blank</td>
<td>213 Smith Hall</td>
<td>612-624-0571</td>
</tr>
<tr>
<td>3-3:30 pm</td>
<td>Phil Buhlmann</td>
<td>325 Smith Hall</td>
<td>612-624-1431</td>
</tr>
<tr>
<td>3:30-4 pm</td>
<td>Andrew Harned</td>
<td>568B Kolthoff Hall</td>
<td>612-625-1036</td>
</tr>
<tr>
<td>4-4:30 pm</td>
<td>Seminar prep</td>
<td>331 Smith</td>
<td></td>
</tr>
</tbody>
</table>

Seminar: Amino acids, polymers, and water: a bottom-up approach to understanding protein adsorption at surfaces

Dinner: Haute Dish at 6:30 pm, http://www.haute-dish.com/

Thursday, April 7

Air Canada, leaving at 7:55 am

Host: Assistant Professor Aaron Massari
Hospitality Expense Limits

A. For all hospitality events with a stated business purpose that are funded by the Department of Chemistry, the expense limits per person are $18 for breakfast and lunch and $70 for dinner, including tip and alcohol. A maximum of 6 persons may be reimbursed for each event. Requests for exceptions to these limits MUST be submitted to the Department Chair in advance of the event. For all hospitality events with a stated business purpose that are funded entirely from Faculty non-sponsored accounts, the limit is $100 per person, as specified by the University of Minnesota.

B. For all hospitality events with a stated business purpose that are funded entirely from Faculty non-sponsored accounts, the limit is $100 per person, as specified by the University of Minnesota.

Please note that there are tax implications if hospitality events are frequent; please see Finance and Payroll Services office staff for questions. The University hospitality policy may be found here.

ITEMIZED RECEIPTS ARE REQUIRED FOR ALL HOSPITALITY REIMBURSEMENTS

Meals with Prospective Students are limited to 4 students + the prospective student. The maximum amount allowed, including tip, is $18 per person for lunch. The maximum amount allowed, including tip, is $40.00
per person for dinner.

Alcohol is not allowed at meals with prospective students and will not be reimbursed.

The Following EFS Strings are for the Events Listed:

Departmental Seminars: 1000-11098-20094
Gassman Lectures: 1701-11098-20056-UMF0003503
Kolthoff Lectures: 1701-11098-20056-UMF0001073
Etter Lectures: 1701-11098-20056-UMF0003362
Special Seminars: Varies
Faculty Recruiting: 1000-11098-20000-1000002303
Graduate Recruiting: 1000-11098-20427

If you are unsure of the account string to use please contact the Finance and Payroll Services office in 141 Smith Hall.

Non-employee reimbursements are processed with the form “VISITOR EXPENSE REIMBURSEMENT” (DOC | PDF) Forward the completed form and receipts to the Finance and Payroll Services office in 141 Smith Hall. Note, non-employee reimbursements are submitted to the CSE cluster and processed by that office as they are received. This can take 2-3 weeks on top of the process the Chemistry Finance and Payroll Services office must follow.

Processes to remember: a) all foreign visitors must be set up as a vendor in EFS, b) all foreign visitors must have a social security number and a tax treaty must exist between the US and the country of origin or taxes will be withheld.

The amount of the tax will depend on what is being paid.

Faculty, staff and student reimbursements can be processed with the form “EMPLOYEE EXPENSE REIMBURSEMENT.” Hospitality meals may be paid with a procurement card - an itemized receipt is required. Alcohol may not be purchased using a procurement card.

For those entertaining at the Campus Club use the "CAMPUS CLUB FORM." DOC | PDF

The "GRADUATE RECRUITING EXPENSE REIMBURSEMENT" form is used for all graduate recruiting expenses.

To request an Honorarium please have the speaker fill out a Request for Taxpayer ID form and submit it to the Finance and Payroll Services office in 141 Smith Hall.

To request an Honorarium for a foreign national traveling on a visa, please fill out and have the speaker sign (fax is OK) a B, WB and WT Honoraria and Expense Reimbursement Form and submit to the Finance and
Payroll Services office in 141 Smith Hall.

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- The University of Minnesota is an equal opportunity educator and employer
- Last modified on February 4, 2015
Campus Club Form
Chemistry Department

This form is required for all departmental use at the Campus Club.

Return completed form to Jamie Johnson in 141 Smith Hall to obtain Campus Club cards.

Chemistry Department:

Date of Event: ____________________

Budget to be charged: ______________

Host of Event: ______________________________________________

Name of guest: ______________________________________________

Type of Event:  _____ Speaker Luncheon (limited to 4 attendees)

                _____ Recruiting: Faculty  Postdoc  Graduate Student

                _____ Other: ________________________________.

Expense for:  Breakfast  Lunch  Dinner Bar  Other: ________

Attendees (must include names of all attendees whose meals will be included in bill):

The above information will meet compliance documentation requirements for the University of Minnesota.

_______________________________________________________________

For Chemistry Accounting use only.

Card #:____________  Total Cost: $__________

JV#:_________________
UNIVERSITY OF MINNESOTA
DEPARTMENT OF CHEMISTRY

NON-EMPLOYEE EXPENSE REIMBURSEMENT

DATE:________________________
NAME: __________________________
ADDRESS: __________________________
CITY, STATE, ZIP:______________________
SS#:___________________________
VISA TYPE:_____________ (Attach copy)

PURPOSE OF VISIT OR DESCRIPTION OF SERVICE:

DATES OF VISIT OR SERVICE:

EXPENSES INCURRED (Attach receipts)
Air Fare_____________ Car Rental_______________
Taxi_____________ Other_______________
Meals_____________ ________________ Total_______________

Certification: Under penalties of perjury, (see Section 6109 of the IRS Code for further penalties), the contractor certify that:
1. The number shown on this form is my correct taxpayer identification number (TIN) and,
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
3. I have incurred the above expense or provided the above services.

Certification Instructions: You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because of under reporting interest or dividends on your tax return.

X_________________________________________________________
Payee Signature

For payments to individuals that total more than $600 in a calendar year, the University of Minnesota will file Form 1099-MISC with the IRS. All expenses reimbursed without receipts will be reported as taxable income.

Prepared By: ___________________________ Phone # ___________________________ Date: _________
**UNIVERSITY OF MINNESOTA**

**EMPLOYEE EXPENSE WORKSHEET**

Complete this worksheet and submit with related receipts to the preparer for entry. Use for all employee reimbursements. After entry and approval, the document entry staff will send the PeopleSoft barcoded Expense Report, this worksheet, and receipts to Imaging.

### *REQUIRED*

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Name</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City/State/Zip</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

### Travel Destination(s)/ Purchase Location(s)

<p>| | |</p>
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### Travel Times (AM/PM):

<table>
<thead>
<tr>
<th>Depart</th>
<th>Return</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Travel/Purchase Date(s) MM/DD/YY: From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
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### Date MM/DD/YY

<table>
<thead>
<tr>
<th>Description/Business Justification</th>
<th>if Required Receipt is Missing</th>
<th>Transportation</th>
<th>Lodging</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Miles</td>
<td>Rate</td>
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<td>0.565</td>
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</tbody>
</table>

Totals: -

### Required when applicable - RELATED EXPENSES PREVIOUSLY PAID BY THE UNIVERSITY

<table>
<thead>
<tr>
<th>Paid by</th>
<th>PCard</th>
<th>Voucher</th>
<th>Reimbursed</th>
<th>Document #</th>
<th>Date Paid</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
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<tr>
<td>Conf. Registration</td>
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<tr>
<td>Hotel:</td>
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<tr>
<td>Other:</td>
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</table>

My Signature Certifies:

- I have paid the amounts claimed and am entitled to reimbursement according to policy.
- The listed expenses are legitimate and allowable business expenses.
- I am not requesting reimbursement for expenses charged to the Procurement Card or expenses that have been or will be reimbursed by other sources.

### Helpful Links:

- [http://travel.umn.edu/](http://travel.umn.edu/)
- [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)
- [http://aoprals.state.gov/content.asp?content_id=184&menu_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)
- [http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL.html](http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL.html)

### Required (if applicable) - RELATED EXPENSES PREVIOUSLY PAID BY THE UNIVERSITY

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Program</th>
<th>PCBU</th>
<th>Project</th>
<th>A</th>
<th>Account</th>
<th>FIN EmpID</th>
<th>ChartField 1</th>
<th>ChartField 2</th>
<th>CS</th>
<th>Amount</th>
</tr>
</thead>
</table>

TOTAL