Student Seminar Series How-Tos

These how-to tips are important and provide detailed information that you might need to know to arrange for seminars. Please review and follow, particularly expense reimbursement.

Eileen Harvala and Susan Wrayge’s responsibilities
Eileen Harvala’s primary responsibilities for the student seminar series encompass publicity such as information/abstract flyer creation and posting on the bulletin boards, website posting, including the seminar web page and web calendar, Department of Chemistry Weekly News, and email announcements.

Susan Wrayge is available to help with some logistics, particularly hotel reservations and resulting purchase order requests, and to answer questions and provide how-to guidance for other arrangements. Do not hesitate to contact Susan at 612-625-5889, wrayg002@umn.edu, 1 Smith Hall.

Seminar hosts: The Student Seminar Series EFS code is 1000-11098-20050, which can only be used by the seminar host for food orders, expense reimbursement, campus club forms, and hotel requisition requests.

Information Gathering
The following information is needed from student seminar series 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 reservations and send you the itinerary (this is important information needed for hotel reservations and for schedule creation)
  • Typically, ask your speaker to consider arriving mid to late afternoon the day before the seminar, and to fly out late in the afternoon or early evening of the day of the seminar. However, the schedule depends on your time needs for the seminar.
    o Let Susan know your hotel reservation needs as soon as possible

✔Title and abstract of seminar, and photo
  • Send the title, abstract, and photo as well as any information that you might have about the speaker such as title, university, research interests, website link, and biography to Eileen Harvala, harva015@umn.edu, as soon as possible for posting on the seminar web page and web calendars, and creation of the seminar information/abstract flyer.
    o Eileen will handle all seminar publicity. (A sample of the student seminar series abstract flyer is attached.)
      ▪ Please write and send the biography to Eileen for the abstract.
    o Important reminder: seminar announcements are published in the Department of Chemistry Weekly News on the Friday before the seminar so publicity should be done as soon as possible, but a minimum of two weeks before the seminar.

Hotel Reservations
✔Susan will work with seminar host to make hotel reservations as soon as the flight itinerary is available. Please let Susan know your hotel reservation needs as soon as possible. She will also make the purchase order request.
✔If you are making reservations yourself, please review and follow the how-to steps below:
  • 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 Brittany 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.
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, university catering, online ordering.

- 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, seasonal fruit (exclude apples by writing a note in the comment section), 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
✔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 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/information flyer PDF as an attachment if available from Eileen. Please note: 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/nihmivmm8xdz6a4. 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/nihmivmm8xsd6a4. 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.

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✔ 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
• Also send to Eileen Harvala at harva015@umn.edu, Chris Lundby at lundby@umn.edu, Lynne Johnsrud at johnsrud@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.

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. [Speakers appreciate a heads-up about the weather, so they can plan accordingly.]

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

Sincerely,
Eileen
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/. 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
    o A maximum of six people are allowed. The maximum per person for breakfast and lunch is $18, the maximum per person for dinner is $70, including tip and alcohol.
    o Need to obtain permission from the department chair in advance it going over the maximum number of people allowed.
  • Visitor expense reimbursement form that you want to give to the seminar speaker, which can be returned with itemized receipts. Important to stress that the expense form and expense receipts are originals because the university does not accept PDFs. Hosts are responsible to handling speaker expense reimbursement. Do not have speakers send the form or receipts to Susan.
    o Give form to speaker before he or she leaves campus
      ▪ Speaker can leave the signed form with you or return with expense receipts
    o There are many expenses forms for international visitors. It is recommended that you set up time with the speaker to meet with someone from accounting to go over all appropriate forms. Contact accounting for a time.
  • Employee expense reimbursement form
    o Important: include itemized, detailed—not just aggregate—receipts, and obtain separate alcohol and food receipts
  • 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.
**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](http://www.chemistry.uvic.ca/people/dkh.php)

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**Tuesday, April 5**
Arrives at 9:35 pm 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></td>
<td></td>
</tr>
<tr>
<td>4:30 pm</td>
<td>Seminar: Amino acids, polymers, and water: a bottom-up approach to understanding protein adsorption at surfaces</td>
<td>331 Smith</td>
<td></td>
</tr>
</tbody>
</table>

*Dinner:* Haute Dish at 6:30 pm, [http://www.haute-dish.com/](http://www.haute-dish.com/)

**Thursday, April 7**
Air Canada, leaving at 7:55 am

Host: Assistant Professor Aaron Massari
Abstract
Scanning electrochemical microscopy (SECM) has found many applications with different systems (e.g., electrode surfaces, liquid/liquid interfaces, biological samples) and has been shown to be an excellent technique for characterizing surface structures in liquid environments with micrometer and nanometer resolution. SECM combines the virtues of electrochemistry at very small electrodes (ultramicroelectrodes) such as minimization of uncompensated resistance effects, with those of an adjustable thin layer cell. The latter twin-electrode aspect of SECM allows one to make steady-state measurements of the type previously carried out with the rotating ring-disk electrode, but with considerably greater ease in fabrication and with comparable mass transfer rates without the need of forced convection. Moreover, the theory of SECM is well developed, so that one can utilize the current-distance (approach) curves above a substrate to obtain quantitative kinetic information about surface processes or reactions in solution. SECM is also useful for imaging and studying the uptake or release of chemical species from a surface (chemical imaging).

The basic principles of electrochemistry at an ultramicroelectrode (UME) with a diameter in the nm to µm range will be reviewed. A number of recent papers have reported the use of SECM in studying systems of biological interest. Studies of living cells are particularly exciting, since one can study dynamic processes that occur in such systems. After a brief overview, we will describe recent work on human HeLa cells and bacteria. SECM studies can provide information about the rate of the transfer of molecules across the membranes of living cells and the effect of various substances on cell viability. Such studies may be of interest in toxicology and drug design.


Professor Allen J. Bard began his teaching and research career at the University of Texas in 1958. Currently, he is the Hackerman-Welch Regents Chair in Chemistry, and director of the Center for Electrochemistry. He earned his master's degree and doctorate in chemistry from Harvard University.

His research interests involve the application of electrochemical methods to the study of chemical problems, which includes investigations in electroanalytical chemistry, electron spin resonance, electro-organic chemistry, high-resolution electrochemistry, electrogenerated chemiluminescence, and photoelectrochemistry.

Professor Bard has received numerous awards throughout his distinguished career, including prestigious honors from a number of associations, society’s, organizations, and universities, including the American Chemical Society, National Academy of Sciences, and Electrochemical Society.

Annually, Professor Bard shares his expertise at universities across the United States and internationally, including coming to the Department of Chemistry for one of its Kolthoff Lectureships.

Throughout his career, he has edited important chemistry journals, served on editorial advisory boards, and been a member of many professional societies. He also served as a mentor to more than 80 doctoral students, 16 master’s students, and 160 postdoctoral fellows.
## Department of Chemistry
### Requisition Request Form

#### Requestee Information

- **Requested by:** Harvala, Eileen G.
- **Phone:** 612-624-0831
- **Email:** harva015@umn.edu
- **Ship To:**
- **Attention:**
- **Room #:**

#### Vendor Information

- **Vendor Name:** University Hotel Minneapolis
- **Contact Person:**
- **Address:**
  - 615 Washington Ave. S.E.
  - Minneapolis, MN 55414
- **Vendor ID:** 0000061242

#### Item Information

<table>
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<tr>
<th>Quantity</th>
<th>Unit</th>
<th>Description (give part numbers and other details)</th>
<th>Cost/Unit</th>
<th>Total Cost</th>
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<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>
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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 EmpID (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
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)

harval015@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.
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>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>Fri, 5/20/11 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 ...
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.)
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#: ________________
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.

- © 2015 Regents of the University of Minnesota. All rights reserved.
- The University of Minnesota is an equal opportunity educator and employer
- Last modified on February 4, 2015
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: _________
ORDER #4957
Thursday, 5/5/2011
Ordered On: 4/5/2011

Confirmation Pending

Customer Information

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

Payment Information

Payment Type: EFS
EFS Number: [redacted]

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>
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<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>
<tr>
<td>BEVERAGES</td>
<td>Qty.</td>
<td>Price</td>
<td>Ext.</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>------</td>
<td>--------</td>
<td>-------</td>
</tr>
<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

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

Special Instructions

Order #4957
**EMPLOYEE EXPENSE WORKSHEET**

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

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

**Travel Destination(s)/ Purchase Location(s):**

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

**Travel Times (AM/PM):**

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Travel/Purchase Date(s) MM/DD/YY:**

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**Airfare:**

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
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<td></td>
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</table>

**Additional Page(s) Total:**

<p>| | |</p>
<table>
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<tbody>
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</tbody>
</table>

**Total Amount to be Reimbursed:**

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<tbody>
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<td></td>
<td></td>
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</tbody>
</table>

**Hotel:**

<table>
<thead>
<tr>
<th>Room &amp; Tax</th>
<th>Partial Day (first/last day)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Other:**

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</tbody>
</table>

**Meal Per Diem**

<table>
<thead>
<tr>
<th>(includes incidentals)</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Lodging Rm & Tax**

<p>| | |</p>
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**Taxi, etc.**

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</tbody>
</table>

**Description/Business Justification**

Use as many lines as necessary.

<table>
<thead>
<tr>
<th>Date MM/DD/YY</th>
<th>Description/Business Justification</th>
<th>v if Required Receipt is Missing</th>
<th>Transportation</th>
<th>Lodging Meal Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Miles</td>
<td>Rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Transportation:**

<table>
<thead>
<tr>
<th>Miles</th>
<th>Rate</th>
<th>Mileage</th>
<th>Taxi, etc.</th>
<th>Airfare</th>
</tr>
</thead>
<tbody>
<tr>
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**Lodging:**

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<tr>
<th>B</th>
<th>L</th>
<th>D</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Partial Day (first/last day)</td>
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</table>

**Partial Day (first/last day):**

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**Full Day:**

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**Totals:**

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</table>

**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></td>
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- Airfare:

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- Conf. Registration:

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- Hotel:

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- Other:

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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.

**Signature & Date (required)**

| See UM1612 in the Forms Library |
|--------------------------------||---|
|                                  | see UM1612 in the Forms Library |

**Helpful Links:**

- http://travel.umn.edu/
- http://www.aaa.com/portal/category/21287
- http://www.gsa.gov/portal/category/21287
- http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL.html
- http://www.oanda.com/currency/converter/

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**Additional Page(s) Total:**

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**Total Amount to be Reimbursed:**

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**Paid by:**

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**Fund**

<table>
<thead>
<tr>
<th>DeptID</th>
<th>Program</th>
<th>PCBU</th>
<th>Project</th>
<th>A</th>
<th>Account</th>
<th>FIN EmplID</th>
<th>ChartField 1</th>
<th>ChartField 2</th>
<th>CS</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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**TOTAL**

|          |          |          |          |          |          |            |               |              |    |        |

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