

Department Resources–Department Policies & Procedures – Purchasing & Accounting: POLICY – Hosting Expense

- I. **STATEMENT:** It is the policy of the Department of Chemistry to reimburse reasonable and necessary meal expenses incurred in the performance of Department-related business while entertaining Department guests.
- II. **DEFINITIONS:**
- A. **Cost:** the total bill divided by the number of people covered by the bill.
 - B. **Reasonable and Prudent:** The Department defines the “reasonable and prudent” dinner cost to be \$70.00 per person and breakfast or lunch cost to be \$25.00 per person.
 - C. **Host(s):** Department of Chemistry personnel--faculty, staff, or students.
 - D. **Department Guest(s):** Person or persons visiting the Department of Chemistry at the invitation of an authorized host for a Department-sanctioned purpose (e.g., seminar speaker; faculty candidate).
 - E. **Rate:** Percentage at which reimbursement is made.
 - F. **Max Reimbursement:** The maximum dollar amount that the Department will reimburse a host (per person and per event).
- III. **REIMBURSEMENT:**
- A. **Source of Funds:** Meal expenses will be paid from a Department of Chemistry discretionary fund and claimed as a petty cash reimbursement.
 - B. **Petty Cash Request:** A signed Petty Cash Request form must be submitted with original receipts to the Purchasing and Accounting office. Requests for reimbursement exceeding the local petty cash fund level (\$200) will be processed through Purchasing and Accounting, and it may take several days to process.
 - C. **Number of Hosts:** The number of hosts eligible for reimbursement per event varies dependent upon the type of event hosted. (See Reimbursement Table, “# Hosts” for event-specific limits.)
 - D. **Reimbursement Percentage Rate:**
 - 1. **Department Guests:** Meal expenses for Department guests are reimbursed at a rate of 100%, subject to the reasonable and prudent levels and the maximum allowable reimbursement per person and per event as defined in the Reimbursement Table, below.
 - 2. **UW Hosts:**
 - a) **Students and Post-Docs** are reimbursed at a rate of 100%, subject to the reasonable and prudent levels and the maximum allowable reimbursement per person and per event as defined in the Reimbursement Table, below.
 - b) **Faculty** members are reimbursed either at 75% or 100%, dependent upon the type of event hosted. See Reimbursement Table, below, for event-specific reimbursement rates.
 - E. **SPOUSES/ADDITIONAL GUESTS:** The spouse or guest of a speaker or host may be included in meals, but expenses for the spouse/additional guest will not be reimbursed, except as outlined in section [V. Special Circumstances](#).

Reimbursement Table

Department Guest	Host	Rate	# Hosts	Max Reimbursement (person/event)		
				Breakfast	Lunch	Dinner
Prospective graduate student	Any	100%	2	\$10/\$30	\$10/\$30	\$15/\$45
Divisional Seminar Speaker	Student or post-doc	100%	3	\$13/\$52	\$15/\$60	\$23/\$92
	Faculty	75%	3	\$13/\$52	\$15/\$60	\$50/\$200
Named Lecturer (includes colloquium speakers)	Student or post-doc	100%	4	\$13/\$65	\$15/\$75	\$70/\$350 requires chair's approval
	Faculty	100%	6	\$25/\$175	\$25/\$175	\$70/\$490
Faculty Candidate (1 st visit)	Student or post-doc	100%	3	\$13/\$52	\$15/\$60	\$70/\$280 requires chair's approval
	Faculty	100%	3	\$13/\$52	\$15/\$60	\$70/\$280
Faculty Candidate (2 nd visit)	Student or post-doc	100%	4	\$13/\$65	\$15/\$75	\$70/\$490 requires chair's approval
	Faculty	100%	6	\$13/\$91	\$15/\$105	\$70/\$490
	Chair	100%	no max	\$25/no max	\$25/no max	\$70/no max

IV. **RECEIPTS:** The Department Chair reserves the right to request an itemized bill, not just a credit card receipt. Reimbursement requests must list all persons present whose meals are included in the bill (e.g., spouses, other guests, etc.), whether or not reimbursement is requested for each individual present.

V. **SPECIAL CIRCUMSTANCES:** The Department Chair may, at his or her discretion and in accordance with the prudent and reasonable guidelines, increase the maximum reimbursement allowable for an event or make an exception to the [spouses](#)/additional guests reimbursement policy. Special circumstances may include, but are not limited to, faculty candidate visits, and visits by Nobel Laureates or Department donors.