Guidelines for L&S Department Events
(updated 03/14)

Speaker/Colloquium/Recruitment/Visitor (see additional guidelines for Visitor)
-No need for prior approval

-Meals will be reimbursed as follows:
  -Visitor/Candidate/Speaker and up to 3 (TOTAL) Faculty/Staff/Graduate Students can be paid through University funds (reimbursement is limited to 4 individuals)
  -No alcohol may be paid from University funds
  -Limited alcohol may be paid from Foundation accounts
  -Meals/Food may NOT be put on a University Purchasing Card
  -Meals must adhere to state max. limits ($8 Brkfast, $10 Lunch, $20 Dinner incl. tax & tip)
  -Tax exemption should always be used for reimbursed expenses

-All reimbursement will require the following:
  -Detailed (itemized) receipts for all reimbursement
  -Names of all individuals in attendance and their affiliation with UWM
  -Agenda or business purpose for gathering
  -Speaker or Colloquium reimbursement should include flyer or invite letter (honorariums must be submitted on a PIR – expenses typically on a TER)

All other Department Events that are not included above

-Need PRIOR approval from UBR/Assistant Dean and Associate Dean
  -Do NOT move forward with event until approval is granted
  -Do NOT assume event will be approved and/or reimbursed until approved
  -Items needed for approval to be granted:
    -Date and time of event
    -Business purpose and agenda
    -Fund that will be used for the expenses
    -Approximate total of attendees and their relationship to UWM
    -List of all costs associated with the event (can be approximate)

-Food should be limited and should not be main point of event
  -Light refreshments should be the preference, not a meal
  -No alcohol is to be served unless cash bar or paid with personal funds
  -Amount should be reasonable and within state guideline maximums
  -Meals/Food may NOT be put on a University Purchasing Card

-All reimbursement will require the following:
  -Detailed receipts for all reimbursement
  -Names of all individuals in attendance and their affiliation with UWM
  -Agenda from the event
  -Business purpose for gathering
  -Flyer of the event (if one has been developed) or some sort of announcement showing date, time, location and name of the event.