

Guidelines for Department Events

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 limits (\$12 Brkfast, \$18 Lunch, \$30 Dinner-totals incl. tax & tip)
 - Refreshments/Break is limited to \$10 per person
 - 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 through E-Reimbursement)

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.