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.