

SEMINAR SPENDING GUIDELINES

DEPARTMENT OF MATHEMATICS

Faculty Seminars

Department seminar funds may be used to cover the following expenses:

Travel - Visitors

- Roundtrip economy transportation, including airfare, bus, train, taxi, or other ground travel
- Roundtrip subway or taxi between visitor's hotel and campus (each day)
- Up to 3 nights lodging, generally to be arranged by the department
- Up to 2 individual meals that occur during the course of scheduled travel
 - Local individual meals will generally not be covered without prior approval or use of additional funding sources (see below)

Group Meals

- No more than one group meal per seminar, per week
- Group meals should consist of at least 3 participants; e.g., the seminar speaker plus 2 or more seminar attendees
- Group meals must stay under the following meal thresholds, before tax & tip:
 - Breakfast - \$25
 - Lunch - \$35
 - Dinner - \$60
- Special events may apply for an exception to the meal threshold. Approval must be obtained in advance, or the amount over the threshold will not be covered. Approvals are meal specific; blanket approvals cannot be granted.

Use of other funds: Other sources of funding, such as grants, may be used to supplement (or replace) departmental funds. For example, a visitor staying 5 nights to give a talk and collaborate on research may have hotel expenses split between the seminar fund (3 nights) and a grant (2 nights). Grant funds may also be used to cover additional group or individual meals during the visit.

COVID-19: Advance approval is currently required for all visitors, regardless of activity location (on-campus / off-campus) or funding source. Sharing of food is prohibited; no items should be ordered "for the table".

Student Seminars

Graduate students may organize a weekly seminar and receive financial support from the department under the following conditions:

- The seminar's topic is unique from existing student seminars
- A schedule is posted online and updated prior to scheduled seminar talks. The schedule must include the date, speaker, title, and short abstract (two or three sentences).
 - Failure to maintain a current schedule will result in a given seminar's loss of funding for the remainder of the semester
- Student seminars can be organized during breaks and holidays, but will only receive financial support while fall or spring classes are in session

Department seminar funds may be used to cover the following expenses:

Travel - Visitors

Student seminars are expected to consist primarily of local speakers. Approval for travel funds must be obtained prior to confirming an external speaker, and will be granted only in compelling cases.

Group Meals

- No more than one group meal per seminar, per week
- Group meals should consist of at least 3 participants; e.g., the speaker plus 2 or more seminar attendees
- Group meals must stay under the following meal thresholds, before tax & tip:
 - Breakfast - \$15
 - Lunch - \$25
 - Dinner - \$35
- Do not purchase alcohol, this will not be reimbursed
- Individual orders may consist of the following, at most:
 - One (non-alcoholic) beverage
 - One appetizer or dessert
 - One entrée

Additional items (such as a second entrée, multiple appetizers, "to-go" items, etc.) will not be reimbursed. Abuse of the ordering process will result in a given seminar's loss of funding for the remainder of the semester.

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