CHEMISTRY VISITING SPEAKERS and EXTERNAL EXAMINERS GUIDELINES

External Examiners
The Department of Chemistry will contribute $500 towards the cost of travel for External Examiners attending PhD oral examinations. If this source does not cover all the expenses, the Department may also contribute up to a further $500, but only if the external examiner gives a Departmental Seminar.

The Department does not provide an honorarium.

Please Note: Tri-council regulations state that NSERC grants cannot be used for costs associated with thesis examinations, including examiners costs.

Visiting Speakers
The Department of Chemistry normally covers travel costs (economy airfare, ground transportation) and accommodation (1-2 nights), but tries to minimize these costs through sharing with another institution such as the University of Alberta.

Accommodation at the Hotel Alma - Eurostyle Standard Room $129.00 (plus taxes)

Lunch: $35.00 maximum (Guest and Host only)
   $70.00 maximum (Guest, Host and others)

Dinner: $100.00 maximum (Guest and Host only)
   $150.00 maximum (Guest, Host and others)

Only the ICI Distinguished Visiting Speaker and Michael H. Benn Lecturer are entitled to an honorarium.

The University of Calgary’s Hospitality and Travel Expenses Policy must be followed. Itemized receipts, showing actual meal and beverage amounts, must be submitted with the PeopleSoft Expense Claim. Meal gratuities with receipts are capped at 20% of the bill subtotal, before taxes. Within the Faculty of Science, reimbursement of any form of alcoholic is not permitted. The expenses for a spouse, partner or family members of U of C employees are not reimbursable.
INSTRUCTIONS FOR HOSTING CHEMISTRY VISITING SPEAKERS AND EXTERNAL EXAMINERS

Please note the departmental guidelines when hosting Visiting Speakers and External Examiners. In addition, the University of Calgary Expense Reimbursement procedures must be followed (see the Travel and Expenses Handbook at: http://www.ucalgary.ca/finance/procedures-guidelines-handbooks).

Visiting Speakers must be coordinated through the Chair of the departmental Visiting Speakers Committee. External Examiner seminars should be coordinated through Chadwick Dawes to avoid scheduling conflicts.

Classroom Booking: Seminars outside of the regularly scheduled Department of Chemistry Seminar Series should be booked in SB 324. Any special requests for academic room bookings are handled by Megan Shipman (mdshipma@ucalgary.ca) and will be subject to classroom and associated charges ($80-160 per speaker depending on the equipment booked).

Advertising: Seminar notices are forwarded to Megan Shipman for posting. Department hosts should provide Megan with speaker name, affiliation and seminar title (abstract is optional) at least 3 weeks in advance of seminar.

Hotel Accommodation: Requests for a room booking at the U of C Hotel Alma can be sent to Megan Shipman (mdshipma@ucalgary.ca). Once she receives a confirmation number, an IDB will be created for direct billing to the department. Any other hotel bookings must be arranged and paid by the Department visitor or host for reimbursement.

Hospitality: The department will cover a total of $70 for lunch and $150 for dinner regardless of how many people attend. University employees must submit a PeopleSoft Expense Claim for lunch and/or dinner reimbursement. The report description must include the purpose of the meeting/meal, and number of persons in attendance. Reimbursement of any form of alcoholic is not permitted. Meal gratuities with receipts are capped at 20% of the bill subtotal, before taxes. Both the itemized receipt and the proof of payment are required. The itemized meal receipt is necessary to show what was purchased including taxes, while the proof of payment confirms the total paid for the meal and tip. The names of all individuals attending the meal must be written on the receipt or on the back of receipt. The expenses for a spouse, partner or family members of U of C employees are not reimbursable.

Travel Claim: Department visitors must forward their contact information and original receipts to Linda Leonard to process a Payment Request Form on behalf of the non-employee. Reimbursements are made either by cheque or electronic funds transfer.

Accounting Details: When completing a Travel & Expense Claim please note the following account codes:

Visiting Speakers: Fund 11 – Dept 12110 – Internal SCC000901 – PC Bus Unit UCP01 – Project 10002166 – Activity 00000

External Examiners: Fund 11 – Dept 12110 – Internal SCC000903 – PC Bus Unit UCP01 – Project 10002166 – Activity 00000

ICI Distinguished Speaker: Fund 60 – Dept 12010 – PC Bus Unit RESRC – Project RT756315 – Activity 00000

M.H. Benn Lecture Series: Fund 60 – Dept 12110 – PC Bus Unit UCP01 – Project 10007031 – Activity 00000