



UNIVERSITY OF MASSACHUSETTS  
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**TO:** Physics Faculty  
**CC:** Sara Cooper, Business Manager  
**FROM:** Rory Miskimen, Department Head  
**DATE:** 09/26/2016  
**SUBJECT:** Reimbursement policy for scientific visitors and hosts

The policy listed here updates the current departmental practice with updated reimbursement rates.

**Regularly scheduled seminar and colloquium speakers (not search candidates).** These are our speakers invited for the regular condensed-matter and high-energy seminar series and the colloquium series by the organizers of those series. We depend upon our seminar and colloquium organizers to be mindful of the overall cost by, e.g., not inviting too many speakers from faraway places and this allows us to operate without rigid budget caps for each series. Therefore, the following categories of visitor will not generally result in reimbursements (for the visitor or hosts) from the department for meals, lodging or other expenses, even though the visitor may deliver a research talk to a small audience: (a) visitors not during the fall or spring semester, (b) visitors primarily to a single faculty or small subgroup, and (c) postdoc candidates. Faculty are free to reimburse such visitors as appropriate from research funds including PI RTF. For regular seminar and colloquium speakers:

**Lunch** will be fully reimbursed for the speaker only.

**Dinner** will be reimbursed fully for the speaker, and (up to a cap of \$50) for one of the assigned seminar or colloquium organizers if he/she attends.

**Faculty search candidates.** For faculty search candidates we have a more generous reimbursement policy in recognition of the fact that search committee members are expected to attend a fair number of meals and to encourage a good welcome at meals for our candidates:

**Lunch** will be reimbursed fully for the speaker, and (up to a cap of \$30 per person) for up to three UMass hosts (search committee members or others).

**Dinner** will be reimbursed fully for the speaker, and (up to a cap of \$50 per person) for up to three UMass hosts (search committee members or others).

**University policies.** The UMass Amherst Business Expense Policy, [www.umass.edu/controller/policies](http://www.umass.edu/controller/policies), provides additional information for seminar/colloquium organizers and search chairs pertaining to meal reimbursement. A few key points:

**Spouses of visitors** cannot be reimbursed by the University. Exception: Spouses of faculty search candidates can be reimbursed.

**Alcoholic beverages.** A general guideline is that at most one glass of wine per person can be reimbursed as part of a meal. University policy is that alcohol cannot exceed 25% of the bill, so you should expect to pay personally for any expensive wine consumed.

**Reimbursement.** The Physics Department host should notify visiting seminar and colloquium organizers of the department reimbursement policy. It is recommended that one person pay for the entire party with a personal credit card, and later request reimbursement from the other attendees and the department as appropriate. **The payment receipt, the itemized food receipt and a list of the attendees with their affiliated institutions is required for processing.**