

## **NCSU-Chemistry Department Entertainment Reimbursement Policy**

Since resources to cover entertainment expenses are limited, the faculty host should use discretion in selecting the restaurant and in the number of faculty who are invited to participate.

The faculty member hosting a **faculty job candidate** will be reimbursed in full for the candidate's meal and for the meals of other faculty who accompany the candidate to a meal.

The reimbursement policy for entertainment (i.e. meals) for **seminar guests** is as follows:

- The cost of the seminar speaker's meal will be paid in full.
- **Up to \$75.00** for host/ess and other departmental employees (guests), with no individual meal exceeding \$25 will be reimbursed to the host/ess. This is in addition to the speaker's meal.
- Graduate Students who host a meal with a Seminar Speaker will be reimbursed at 100%. The Graduate Program Budget covers this expense.
- The detailed restaurant receipt and proof of payment (credit card receipt) are required to process reimbursement. Tape these receipts onto a full-size (8 ½ x 11) sheet of paper. (Circle the Seminar Speaker's items)
- The Entertainment Reimbursement Form must be completed and attached to the receipts for processing your reimbursement. Names of the Seminar Speaker or job candidate AND your Guests must be stated on the reimbursement form before the Office of Finance and Personnel can process your reimbursement.
- Reimbursement request for alcohol (beer, wine, liquor) purchases must be approved by the Department Chair and the Dean. Please be aware that reimbursement requests for these items can be denied.
- Reimbursement requests that exceed the above formula will be considered out-of-pocket expense for the host/ess.
- Employee reimbursement requests require Department Chair authorization before they can be forwarded to University Accounting.
- You cannot authorize your own reimbursements.