

September 28, 2023

TO: CHEMISTRY DEPARTMENT FACULTY AND STAFF
FROM: ALAN F. HEYDUK, CHAIR
RE: ENTERTAINMENT REIMBURSEMENT POLICY

Chemistry entertainment reimbursements should be submitted [here](#). The following highlights some of the policies that the Department/University have in place for entertainment reimbursements:

- **Faculty recruitment visitors** – The Department will reimburse expenses for a **maximum of five (5) participants**, including the host and candidate, for one lunch and one dinner. Any additional meals will require prior approval.
- **Colloquia** – The Department will reimburse expenses for a **maximum of six (6) participants** for lunch and dinner, including the host and speaker.
- **All other Department-sponsored seminar visitors and industrial recruiting visitors** – The Department will reimburse expenses for a **maximum of four (4) lunch and dinner participants**, including the host and speaker. If the number of people attending the meal or the total amount spent exceeds these maximums, the host will be responsible for collecting the difference from his or her colleagues.
- **Other Symposia** – Entertainment meal allowances are limited to the terms, conditions, and funds provided by the sponsor.

Please be aware that the Department's allowance for dinner is **\$70/person** and lunch is **\$30/person** including tax and gratuity and that an **itemized receipt is required by Accounting** when requesting reimbursement for meals.

A host may prefer to entertain visitors or speakers at their own home. As there is restriction for food delivery, please contact Jessica Liu (peijessl@uci.edu) for guidance before proceeding.

Furthermore, please remember having spouses (unless also UCI academic employees) attend meals is considered an exceptional activity. This exception, as with all other exceptions, must be requested prior to the event. Exception requests should be submitted via Jessica Liu for consideration. If an exception to Department's policy has been approved, please submit the approval documentation with your reimbursement request.

Thank you for your understanding and cooperation in this matter.



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