

## Seminar Coordinator Responsibilities

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### I. Seminar Schedule

- Work with the Seminar Faculty Division Coordinator to compile a list of the speakers. This list needs to include the following: name of host, date of lecture, time of lecture, place of lecture, name of guest or student, name of student's faculty advisor, title of lecture, speaker's affiliation, and web page address, if applicable.
- Send the list, and any future changes, to [sahl@email.unc.edu](mailto:sahl@email.unc.edu) following the requested format, to be set up by Lars Sahl.

### II. Assist with visitor arrangements

- Ask if the speaker has any special needs, such as wheelchair requirement.
- Make hotel arrangements if needed. If the reservations are made at the Carolina Inn, follow normal procedures for direct bill of room and taxes only. The form for Carolina Inn reservation is at <\\Asntdomain1.cas.unc.edu\Users\chemistry\admin\Clerical\ClericalShare>. Send an electronic copy of the complete Carolina Inn Reservation form to Ruth Hyde as an attachment with the name of the guest in the subject line. For example, Carolina Inn Reservation, John Smith
- Make meal reservations as requested.
- Reserve campus parking as requested for invited speakers that drive in. Information to reserve a parking is at <http://www.dps.unc.edu/Forms/visitorlotrequest/visitorlot.cfm>. In the email line after entering your email address add [buschemaccting@email.unc.edu](mailto:buschemaccting@email.unc.edu) so accounting can confirm parking charges.
- Assist with meeting schedules as requested
- If the host requests any additional information such as directions to the hotel and campus please provide this information, much of which can be found by directing the guest to our web site.
- Make sure that the host receives a copy of the 'Visitor Expense Form' and 'Honorarium' from when applicable, both of which can be found on the intranet site under the Forms tab.
- Plan and coordinate refreshments with students. \*)
- Create and post flyers on designated boards throughout the department. Note – due to fire regulations, flyers are prohibited in the elevators. \*)

\*) **Communicate with the host responsible for the seminar for that semester to see if these items are applicable for the division to which you have been assigned**

### III. Reimbursements

Note: If you are given receipts for reimbursement by one of your assigned group or their students, and you are *not* the assigned seminar coordinator for that seminar please forward the receipts along with the completed 'Request for Reimbursement Form' to the appropriate seminar coordinator. The form and reimbursement policy can be found at

<\\Asntdomain1.cas.unc.edu\Users\chemistry\admin\Clerical\ClericalShare>

- Prepare reimbursements to students and faculty. Use the 'Request for Reimbursement Form' to be included with the InDepth Detail package.
- Contact the host if the receipts from the visiting speaker have not arrived in a timely manner. Contact the host or the speaker if more information is needed to process reimbursement and/or honorarium. Note: if an honorarium is needed then *both* the 'Visitor Expense Form' and 'Honorarium' form needs to be filled out by the visitor. The Honorarium needs an original signature so a fax or scanned copy is not acceptable. Both forms are found on the forms tab on the intranet site <http://intranet.chem.unc.edu/index.html?display=staff&content=staff>
- Email the host when the visitor's reimbursements have been submitted. As with all InDepth documents, check on a regular basis to make sure that the reimbursement is being processed.
- Enter expenses in the Excel spreadsheet in the appropriate worksheet as they are processed. The spreadsheet and instructions for filling in the spreadsheet is found at <\\Asntdomain1.cas.unc.edu\Users\chemistry\admin\Clerical\ClericalShare>. This spreadsheet must be kept up to date.
- Provide a copy of the updated spreadsheet each month to the Division Faculty Coordinator so he/she is aware of the expenses vs. the budget.

### IV. Funding and Reimbursement Reminders

**Funding:** The amount funded is per year not per semester.

#### **Exceptions and Non allowable reimbursements**

- Seminar funds that come from outside of the department are still governed by the seminar meal reimbursement limits unless a representative of the corporation that has supplied the funds is attending the meal. If there is a representative from the corporation then the meal limits are waived.
- Reimbursement for meals will not be approved from seminar funds if the speaker is from on campus.
- Reimbursement for parking will not be approved from seminar funds if the speaker is from on campus.
- Allotted seminar funds are for the fiscal year (July 1 thru June 30) not per semester
- In order for expenses later in the spring to be posted against the current fiscal year's funds, the requests need to be submitted by June 15th so they can be processed and paid by June 30th. Expenses not fully processed by June 30th will be posted against the following year's allotment.
- Funds do not roll over to the next fiscal year
- A deficit, however, will be covered by the following fiscal year's allotment of funds resulting in less money to spend the next year.