

## **Seminar Faculty Division Coordinator Responsibilities**

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### **I. Seminar Schedule**

- Work with fellow division members 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.

### **II. Communicate Schedule and Speaker Information to Host and Seminar Coordinator**

- In addition to the above information that needs to be provided to the seminar coordinator, please provide the following information to the seminar coordinator for joint seminars:
  - ✓ Which other division(s) will help fund this seminar?
  - ✓ How are the expenses to be split?
  - ✓ Are there any other divisions that should be invited and are not involved in funding this seminar?
- Contact the seminar coordinator with any changes to the schedule as soon as possible. This will ensure timely and accurate changes to the Chemistry Seminar Web Calendar and any necessary arrangements such as lodging, parking etc.
- A listing of the seminar coordinators and the division to which they have been assigned can be found on the department web page:

[http://intranet.chem.unc.edu/index.html?display=people\\_search&content=support\\_assignments](http://intranet.chem.unc.edu/index.html?display=people_search&content=support_assignments)

**Note:** Please do not make or ask anyone else to make hotel reservations or submit information to be posted on the Chemistry Seminar Web Calendar. If your PA is not the seminar coordinator he/she will pass along the information to the correct person or you may contact the seminar coordinator directly. This will avoid duplication of reservations and limit the errors on the calendar.

The seminar coordinator can make hotel reservations at the following hotels: Sienna, Best Western, Carolina Inn and Marriott by the Friday Center. These hotels allow for invoicing or direct billing. If a different hotel is being requested the guest will need to make the reservation and then be reimbursed

### **III. Funding and Reimbursement Reminders**

#### **Funding**

The amount funded is per year not per semester. The Division Faculty Coordinator will be receiving a monthly printout of funding and expenses.

#### **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