

SEMINAR SPENDING GUIDELINES

DEPARTMENT OF MATHEMATICS

Faculty Seminars

Department seminar funds may be used to cover the following expenses:

Travel - Visitors

- Roundtrip economy transportation to/from NYC, including airfare, bus, or rail
- Ground transportation to/from airports (or similar) and CU campus
- Up to three nights lodging, generally to be arranged by the department in advance

Group Meals

- No more than one group meal per seminar, per week
- Group meals should consist of at least 3 participants; e.g., the seminar speaker plus 2 or more seminar attendees
- Group meals must stay under the following meal thresholds, before tax & tip:
 - Breakfast - \$25
 - Lunch - \$35
 - Dinner - \$60
- Special events may apply for an exception to the meal threshold. Approval must be obtained in advance, or the amount over the threshold will not be covered. Approvals are meal specific; blanket approvals cannot be granted.

Use of other funds: Other sources of funding, such as grants, may be used to supplement (or replace) departmental funds. For example, a visitor staying 5 nights to give a talk and collaborate on research may have hotel expenses split between the seminar fund (3 nights) and a grant (2 nights). Grant funds may also be used to cover additional group or individual meals during the visit.

Student Seminars

Graduate students may organize a weekly seminar and receive financial support from the department under the following conditions:

- The seminar topic is reviewed by the Director of Graduate Studies and approved for funding
- The seminar's topic is unique from existing student seminars
- A schedule is posted online and updated prior to scheduled seminar talks. The schedule must include the date, speaker, title, and short abstract (two or three sentences).
 - Failure to maintain a current schedule may result in a given seminar's loss of funding for the remainder of the semester
- Student seminars can be organized during breaks and holidays, but will only receive financial support while fall or spring classes are in session

Department seminar funds may be used to cover the following expenses for student seminars:

Travel - Visitors

Student seminars are expected to consist primarily of local speakers. Approval for travel funds must be obtained prior to confirming an external speaker, and will be granted only in compelling cases.

Group Meals

- No more than one group meal per seminar, per week
- Group meals should consist of at least 3 participants; e.g., the speaker plus 2 or more seminar attendees
- Group meals must stay under the following meal thresholds, before tax & tip:
 - Breakfast - \$15
 - Lunch - \$25
 - Dinner - \$35
- Alcohol purchases will not be reimbursed

Additional items (such as a multiple entrées or appetizers per person, “to-go” items, etc.) will not be reimbursed. Abuse of the ordering process will result in a given seminar’s loss of funding for the remainder of the semester.