

Special Seminars

The Seminar Committee must approve all special seminars. Contact Connie Lu, Seminar Committee chair, at 612-625-6983, clu@umn.edu, 326 Smith Hall. A funding source must be identified.

Primary responsibility for special seminar arrangements falls to the faculty host.

Special seminars are defined as *any seminar that is not a regularly scheduled departmental seminar, or named seminar such as Abbott, Aldrich, Bayer, Dow, Etter, Gassman, Kolthoff, and Moscowitz.*

Host responsibilities include the following:

- Information from speaker for publicity
- Hotel reservations
- Schedule
- Food
- Expense reimbursement forms

Eileen Harvala is responsible for publicity only: abstract/information flyer creation and posting on the bulletin boards, website postings on the seminar web page and web calendar, Department of Chemistry Weekly News, and email announcements. Contact Eileen at 612-624-0831, harva015@umn.edu, 226 Smith Hall.

Limited assistance with arrangements is available from Lynne Johnsrud, depending on her current workload and regular duties. Advance notice of three weeks is required.

Details on special seminar how-tos are contained in the following pages.

Special Seminar Guide

Seminar room availability

Our seminar room, 331 Smith Hall, has been reserved by the Department of Chemistry for the following times and days of the week: 9:45 a.m. to 11 a.m. Tuesday and Thursday, and 3:35 p.m. to 6 p.m. Monday, Wednesday, and Friday. Alternative locations and/or times/days of the week need to be reserved through the Office of Classroom Management at http://www.classroom.umn.edu/scheduling/classroom_schedules.html.

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Information Gathering

The following information is needed from seminar speakers as soon as possible. Give yourself six to eight weeks to complete all the steps necessary for a successful seminar. Ideally, you will have two months to prepare for the seminar.

- ✓ Flight arrangements: ask the seminar speaker to make those flight reservations and send you the itinerary (this is important information needed for hotel reservations and for schedule creation)
 - Typically, advise the speaker to arrive in late afternoon or early evening the day before the seminar, and to depart late in the afternoon or early evening after the seminar.
- ✓ For publicity: Seminar title and abstract, and photo
 - Ask the speaker to send the title and abstract for his or her lecture, and a photo to Eileen Harvala, harva015@umn.edu as soon as possible for abstract creation, schedule development, and publicity.
 - Send any other information that you might have about the speaker such as title, university, research interests, and website link to Eileen Harvala as well.
- ✓ Names of faculty members with whom they want to meet from inside and outside the Department of Chemistry.

Hotel Reservations

- ✓ Make hotel reservations as soon as you have the flight itinerary.
 - First choice: Radisson University Hotel, 615 Washington Avenue S.E., Minneapolis, MN 55414, 612-379-8888.
 - Identify yourself as being from the Department of Chemistry at the University of Minnesota, and ensure that you ask for the “university rate.” Typical costs range from \$110 to \$114 a night.
 - You will be asked to provide an address, 207 Pleasant Street S.E., and a phone number.
 - Take note of the room rate because it varies depending on the time of year (ask for tax information as well) and the confirmation number that you will be provided, which is needed for the purchase order.
 - As an FYI, the Radisson University Hotel vendor number, which is needed for the purchase order, is 0000006254.

If there are no rooms available at the Radisson University Hotel at the university rate, alternative hotels, in order of preference, include:

*Holiday Inn Metrodome (shuttle available)
1500 Washington Avenue South
Minneapolis, MN 55454
612-333-4646*

Ask for the university rate. Take note of the confirmation number, which is needed for the purchase order.

*Radisson Hotel Roseville (creates transportation to and from issues)
2540 North Cleveland Avenue*

Roseville, MN 55113

651-636-4567

Ask for the university rate. Take note of the confirmation number, which is needed for the purchase order.

Days Inn Hotel

2407 University Avenue SE

Minneapolis, MN 55414

612-623-3999

Ask for the university rate. Take note of the confirmation number, which is needed for the purchase order.

Ramada Plaza Minneapolis (creates transportation to and from issues, and paying for it is interesting because you can't use a PCard and unsure if they have a PO setup for the University)

1330 Industrial Boulevard NE

Minneapolis, MN 55413

612-331-1900

Ask for the university rate.

- ✓ After making the reservation, immediately fill out the purchase order (PO) request (a sample is attached), by going to the "create requisition" section of our purchasing web page at <http://www.chem.umn.edu/services/accounting/Purchasing.html>.
 - Before submitting the requisition
 - Print a paper copy for your files
 - Print to or save as a PDF to create an electronic version for your files.
 - Karen Swyter will send you an email once she has made the PO request.
 - Keep that email because sometimes the hotels lose the PO.
 - If needed, Karen can also quickly resend the PO to the hotel.
 - Need help; contact Karen at 612-625-6711, swyte004@umn.edu, or 141 Smith Hall.

Food

You can bring your own food to the seminar or order from University Dining Services.

- ✓ To order online from University Dining Services, go to <http://www.dining.umn.edu/UniversityCatering.aspx>, university catering, online ordering.
 - Create an account and login password.
 - Follow the instructions on the website for ordering. (A sample order is attached.)

A typical order for the morning includes 3 dozen cake donuts, 3 dozen raised donuts, 1 dozen seasonal fruit, 1 dozen individual assorted yogurts, 2 gallons fair trade java city regular coffee, 1 gallon hot apple cider.

A typical order for the afternoon includes 5-dozen assorted cookies, 1-gallon lemonade or hot apple cider, 1-gallon fair trade java city regular coffee.

- To ensure that the food arrives before the seminar, specify a delivery time 45 minutes before the start of the seminar; i.e., 9 a.m. delivery for 9:45 a.m. seminar start time, or 3:30 p.m. delivery for 4:15 p.m. seminar start time.
- Choose *confirm* on the email that you will receive after placing the order.
- Sign the contract PDF that you typically receive a few days before the seminar, and fax it back to UDS at 5-0993. You must do this to ensure delivery of the food.
- Remove the coverings from the food before the start of the seminar.
- Clean up after the seminar.

Seminar/Faculty Meeting Schedule

✓Draft a possible schedule (a sample and blank template are attached)

- Include information about
 - Flight arrival and departure
 - Transportation to and from the airport
 - Dinner with faculty
 - Lunch with students
- Give yourself a minimum of two weeks to fill the schedule (three weeks is better).

✓For easy scheduling, use Doodle.com at <http://www.doodle.com/> (step-by-step instruction examples attached)

- Click on *schedule an event* located on the left.
- Fill out the title, description, your name, and email address information. Click next.
- Select the dates. Click next.
- Fill out the times. Use the 24-hour clock such as 08:00, 08:30, 09:00, 09:30, 10:00, 10:30, 11:00, 11:30, 12:00, 13:00 (1 p.m.), 13:30, 14:00 (2 p.m.), 14:30, 15:00 (3 p.m.), 15:30, 16:00 (4 p.m.), 16:30, 17:00 (5 p.m.). You will see the times change to regular time when you move on to the next time slot. Click next.
- Click basic poll, you send the invitation, and finish.
- You will then see a participation link, which you want to include in your email to faculty, and an administration link, which allows you to modify and close the poll. No need to copy these links, you will receive them in emails.
 - Keep those emails
- You receive an email when someone signs up.
 - Click on the link and you will see the names and times of everyone who has signed up.
- Seminar hosts are responsible for filling the vacant slots.

✓Send a message to chemistry faculty at chem-chemfac@lists.umn.edu and other faculty from outside the Department of Chemistry with whom your speaker would like to visit or you think should be included. Include the seminar abstract PDF as an attachment if available from Eileen. Please note that available seminar abstract PDFs are posted on the Department of Chemistry seminar web page at <http://www.chem.umn.edu/seminar/>.

- Include a sign-up deadline, and keep it tight (3 to 4 days)
- Reflect back to faculty members their assigned times as soon as possible for their calendar purposes
 - Once you have announced the time slots to faculty members, just work with them directly on any changes.
- Send a reminder email with time slots already taken by faculty members, and open times
- Recruit faculty to fill in the vacant slots
-

Below is an example of an *initial email message* to faculty.

Tobias Ritter, an associate professor in the Department of Chemistry & Chemical Biology at Harvard University, will be here for a Dow Lecture Series seminar, Thursday, May 5. There are opportunities to meet with him that day. The link to the Doodle sign up is <http://www.doodle.com/nihmivmm8xdsz6a4>. Please sign up by 5 p.m. Tuesday, April 26.

Ritter's research interests are synthetic organic and organometallic chemistry; development of new synthetic methods based on transition metal catalysis; and stereoselective synthesis of biologically active natural and unnatural products.

His seminar on May 5 is entitled, Late-Stage Fluorination. A PDF of his abstract is attached. You can find out more information about Ritter at <http://www.chem.harvard.edu/groups/ritter/tobias.html>.

Below is an example of a *reminder email message* to faculty.

Tobias Ritter, an associate professor in the Department of Chemistry & Chemical Biology at Harvard University, will be here for a Dow Lecture Series seminar, Thursday, May 5.

There are opportunities to meet with him that day.

Current assigned times are:

8:45 a.m. Tom Hoye

11 a.m. Larry Que

1 p.m. Andrew Harned

1:30 p.m. Marc Hillmyer

2 p.m. Wayne Gladfelter

2:30 p.m. Connie Lu

4:30 p.m. William Tolman

Open/available times:

3 p.m.

3:30 p.m.

4 p.m.

The link to the Doodle sign up is <http://www.doodle.com/nihmivmm8xdsz6a4>. Please sign up by 5 p.m. Tuesday, April 26.

Ritter's research interests are synthetic organic and organometallic chemistry; development of new synthetic methods based on transition metal catalysis; and stereoselective synthesis of biologically active natural and unnatural products.

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✓Once the schedule is complete . . .

- In a personalized message, send the schedule, a few days in advance, to the seminar speaker along with a welcome message and other logistical information.
- Send to all faculty via chem-chemfac@lists.umn.edu
- Send to Eileen Harvala at harva015@umn.edu, Chris Lundby at lundby@umn.edu, Lynne Johnsrud at johnsrud@umn.edu, Susan Wrayge at wrayg002@umn.edu, and Deborah Schoenholz at schoe030@umn.edu,

Below is a possible schedule message to a speaker.

Dear Professor Sykes,

Attached to this email is your schedule for Wednesday and Thursday. It contains logistical information for your visit. We will have a transportation service pick you up at the airport. They will be waiting in the baggage/ground transportation area of the airport. Please call them upon your arrival. Could you also send me a cell phone number that I can pass on to them? The same service will take you to the airport on Thursday. [Insert your own transportation arrangements.]

Christy is going to meet you at the Radisson University Hotel and take you to dinner.

After a difficult winter, spring is being elusive this year, and we are expecting possible snow on Wednesday. Our temperatures are in the 40s and 50s. [Visitors find it helpful to receive a heads-up about our current weather so they can plan accordingly.]

Please contact me if you have any questions. We are looking forward to your visit.

Sincerely,
[Name]

Meeting Room Reservations

✓If you need to reserve a room for faculty from outside the Department of Chemistry to meet with the seminar speaker, go to <http://www.chem.umn.edu/services/room/>. Room 139C Smith Hall is a good room for such meetings, if available.

Hospitality/Expense Reimbursement forms

- ✓For hospitality/expenses/forms (examples are attached), go to <http://www.chem.umn.edu/services/accounting/Hospitality.html>. On this page you will find:
- Expense limits, which must be adhered to
 - *Visitor expense reimbursement form* that you want to give to the seminar speaker, which can be returned with itemized receipts
 - Give form to speaker before he or she leaves campus
 - Speaker can leave the signed form with you or return with expense receipts
 - *Employee expense reimbursement form*
 - It is important to include itemized—not just aggregate—receipts
 - Obtain separate alcohol and food receipts
 - Reminder: Do not use PCards to purchase alcohol
 - *Campus Club form*
 - Fill out and give to Suzanne McColley, 141 Smith Hall, to obtain Campus Club cards
 - After lunch use the same form and fill out the amount, or use the one provided by the Campus Club, and tape the receipts to a piece of paper and give to Suzanne, 141 Smith Hall.
 - Do this as soon as possible after lunch.
 - Return unused Campus Club cards to Suzanne as well
- ✓Complete all expense forms as soon as possible and take to the accounting office, 141 Smith Hall.
- ✓All receipts should be taped to paper.
- ✓Make copies of the expense forms and the receipts and keep in your files.

Transportation Service

If you need transportation service to and from the airport, a great resource is Minneapolis Airport Taxi/Airport Limo Service, 612-860-5604 or 952-974-9999. You can also send an email to the owner Jay at NJaryani@aol.com. He also will need a phone number for the person he is picking up. They have regular taxi service and fancier vehicles, which cost \$7 more. You can prepay the service, using a credit card, and include a tip. The cost for the fancier vehicle, typically a Mercedes, town car, or SUV, is \$51. The cost for a taxi is about \$44. If using a credit card, please ensure that Jay has **your** credit card or PCard number. He also needs your email address in order to send a receipt.



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**Department of Chemistry
Requisition Request Form**

Quick Links
Employee Reimbursements
Hospitality
Purchasing
Payroll
Proposal Presentation
Useful Links

Requestee Information

Requested by: (last name), (first name), (middle)

Phone:

Email:

Ship To:

Attention:

Room #:

Vendor Information

Vendor Name:

Contact Person:

Address:

Vendor ID: (10 if known)

Item Information

Quantity	Unit	Description (give part numbers and other details)	Cost/Unit	Total Cost
1	ea	One night's lodging	114	114
		Dow Lecture Series Speaker		
		Tobias Ritter		
		Wednesday, May 4, 2011		
		confirmation #1215464		

Shipping and Handling	\$ 15.28
The University of MN is a tax exempt organization and all purchases should be made with this in mind.	
Estimate Total Cost: \$ 129.28	

Account Information

(NOTE: Not all accounts use all chartfields)

Name of research project or title of Grant:

Chart String:

Fund: (4)

Dept ID: (5)

Program: (non-sponsored, 5)

-OR-

Project: (sponsored, 8)

Fin EmplID (8)

Chart Field 1: (10)

Chart Field 2: (10)

Justification

Who (name of individuals or the group to use the item(s)):

Associate Professor Tobias Ritter

What (is being ordered; ie chemicals, equipment, software, etc):

one night's lodging

Where (will this item(s) be used; ie lab room#, stockroom, etc):

Radisson University Hotel

Why (are you making this purchase) -OR-

Why (is this purchase necessary for your research):

One night's lodging for Dow Lecture Series speaker Professor Tobias Ritter

How (does this purchase benefit the account being charged) -OR-

How (will this benefit the project when using sponsored funds)

In order to attract the best speakers possible to our Dow Lecture Series, we need to provide

Comments/Special Instructions:

Name of Account Owner (if different from Requester): Chuck Tomlinson

This request will be submitted to the Accounting Office for processing.

Submit Requisition



University Catering
Delivery Ordering
University of Minnesota
 300 Washington Ave

ORDER #4957
Thursday, 5/5/2011
 Ordered On: 4/5/2011

 **Confirmation Pending**

SE, Minneapolis, MN 55455
 (612) 624-7173

Customer Information

First Name:	Eileen
Last Name:	Harvala
Department:	Chemistry
Email:	harva015@umn.edu
Phone:	612-624-0831
Fax:	612-626-8659

Delivery / Pickup Information

Method:	Delivery
Delivery Contact:	Eileen Harvala
Delivery Phone:	4-0831
Event Name:	Ritter Seminar
Building:	Smith Hall
Room #:	331
Cell Phone:	[REDACTED]

Payment Information

Payment Type:	EFS 
EFS Number:	[REDACTED]

Event Information

Guest Count:	60
Pick-up/Delivery Date:	Thursday, 5/5/2011
Room Access Time:	9:00 AM
Food Delivery Time:	9:00 AM
Event Start Time:	9:30 AM

FOOD

	Qty.	Price	Ext.
Cake Donuts	3	\$11.99	\$35.97
Raised Donuts	3	\$11.99	\$35.97
Seasonal Whole Fruit - per dozen	1	\$9.99	\$9.99
Individual Assorted Yogurts - per dozen	1	\$11.99	\$11.99

BEVERAGES	Qty.	Price	Ext.
Fair Trade Java City Regular Coffee - per gallon	2	\$17.99	\$35.98
Hot Apple Cider	1	\$17.99	\$17.99
* The administrative charge is not intended to be a tip, gratuity, or service charge for the benefit of employees		Order Totals	
		Sub Total	\$147.89
		Delivery Charge	\$10.00
		Tax (7.4%)	\$11.68
		Order Total	\$169.57
		Balance Due	\$169.57
Special Instructions			
Order #4957			



Schedule an event

1. **General** 2. Time suggestions 3. Settings 4. Invite

Title

David Sherman, Abbott Workshop Series, May 20–21

Location (optional)

e.g., 1600 Amphitheatre Parkway, Mountai

Search map

Description (optional)

Professor David Sherman from the Life Sciences Institute and Departments of Medicinal Science, Chemistry, and Microbiology & Immunology at the University of Michigan will present an Abbott Workshop in Synthetic Organic and Medicinal Chemistry, Friday, May 20, and Saturday, May 21. There are opportunities for faculty visits with him, Friday, May 20.

Your name

Eileen Harvala

E-mail address (recommended)

harva015@umn.edu

If you supply an e-mail address, you will receive the link to administer your poll. This will not create a MyDoodle account automatically.

Back

Next



Schedule an event

1. **General** 2. Time suggestions 3. Settings 4. Invite

Days

Click on the dates you would like to choose.

MAY 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Selected dates:

Friday, May 20, 2011

Back

Next

Schedule an event

1. [General](#) 2. **Time suggestions** 3. [Settings](#) 4. [Invite](#)

Times

Enter any number of time suggestions for each day. If you do not enter an actual time span, the suggested date is shown as all-day.

[Enable time-zone support](#)

	Time 1	Time 2	Time 3	Time 4	Time 5	Time 6
Fri, 5/20/11	<input type="text" value="9:15 AM"/>	<input type="text" value="9:45 AM"/>	<input type="text" value="10:15 AM"/>	<input type="text" value="10:45 AM"/>	<input type="text" value="2:00 PM"/>	<input type="text" value="2:30 PM"/>

[Add further time slots](#)
[Copy and paste first row](#)

[Back](#) [Next](#)

Schedule an event

1. [General](#) 2. [Time suggestions](#) 3. **Settings** 4. [Invite](#)

Basic Poll

For a basic poll you can just skip this step, otherwise choose from the settings below.

[Back](#) [Next](#)

Schedule an event

1. [General](#) 2. [Time suggestions](#) 3. [Settings](#) 4. **Invite**

You send the invitation

Use your own e-mail application to manually send the Doodle link to everyone you wish to invite.

[Back](#) [Finish](#)



Thanks, Eileen Harvala

Your poll has been created successfully.

The following two links have been sent to harva015@umn.edu in one e-mail each.
[If you don't receive the mails ...](#)

Participation link

Send this link to anyone you wish to invite.

<http://www.doodle.com/dgncxe644rz273dq>

Invite by e-mail

Share

Administration link

Access this link to change, close or delete this poll.

<http://www.doodle.com/dgncxe644rz273dqy94t394/admin>

From: Doodle <mailer@doodle.com>

Subject: Doodle: Admin Link for "David Sherman, Abbott Workshop Series, May 20-21"

Date: April 29, 2011 9:08:10 AM CDT

To: <harva015@umn.edu>

DO NOT forward this mail.

Use the following link to edit or delete your poll for "David Sherman, Abbott Workshop Series, May 20-21":

<http://doodle.com/dgncxe644rz273dqy94t394/admin>

You should not give away this address in order to prevent others from modifying or deleting your poll. If you do not want to use the administrative functions, you can simply ignore or delete this mail. Besides, old polls at Doodle are deleted automatically from time to time.

If you did not initiate this poll, somebody must have used your e-mail address by accident. Please ignore this mail.

If you do not wish to receive further notifications for this poll from Doodle, please follow this link to unsubscribe:

<http://doodle.com/dgncxe644rz273dqy94t394/admin#notifications>

From: Doodle <mailer@doodle.com>
Subject: **Doodle: Link for poll "David Sherman, Abbott Workshop Series, May 20-21"**
Date: April 29, 2011 9:08:10 AM CDT
To: <harva015@umn.edu>

You have initiated a poll "David Sherman, Abbott Workshop Series, May 20-21" at Doodle. The link to your poll is:

<http://doodle.com/dgncxe644rz273dq>

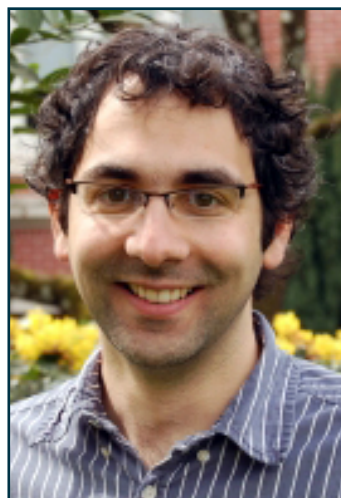
Share this link with all those who should cast their votes. Do not forget to cast your vote, too.
(If you did not initiate this poll, somebody must accidentally have used your e-mail address; simply ignore this e-mail, please.)



UNIVERSITY OF MINNESOTA
Driven to Discover™

Department of Chemistry

Special Seminar: Dennis Hore Wednesday, April 6



Assistant Professor

Dennis Hore

Department of Chemistry
University of Victoria

*Amino acids,
polymers, and water:
a bottom-up approach
to understanding
protein adsorption at
surfaces*

Research interests:
solving structural problems in
biophysical chemistry and
materials science, including
elucidating the structure of
membranes and adsorbed
proteins, and understanding
how polymer surface structure
evolves from bulk structure.

Website: <http://www.chemistry.uvic.ca/people/dkh.php>

Schedule

Tuesday, April 5

Arrives at 9:35 pm Air Canada 5505. Takes taxi to the Radisson University Hotel, 615 Washington Ave S, Minneapolis, MN, 612-379-8888, confirmation # 1179463

Wednesday, April 6

Time	Name	Room #	Phone
10:30-11 am	R. Lee Penn (will meet Dennis in the lobby of the Radisson & escort to Smith Hall)	225 Smith Hall	612-626-4680
11-11:30 am	Aaron Massari	245 Smith Hall	612-626-8416
11:30-1:30 pm	<i>Lunch with students Tim Anglin, Benj Fitzpatrick, Zahra Sohrabpour at Campus Club</i>		
1:30-2 pm	Steve Kass	223 Smith Hall	612-625-7513
2-2:30 pm	Mark Distefano	668C Kolthoff Hall	612-624-0544
2:30-3 pm	David Blank	213 Smith Hall	612-624-0571
3-3:30 pm	Phil Buhlmann	325 Smith Hall	612-624-1431
3:30-4 pm	Andrew Harned	568B Kolthoff Hall	612-625-1036
4-4:30 pm	Seminar prep		
4:30 pm	Seminar: Amino acids, polymers, and water: a bottom-up approach to understanding protein adsorption at surfaces	331 Smith	
<i>Dinner: Haute Dish at 6:30 pm, http://www.haute-dish.com/</i>			
Thursday, April 7			
Air Canada, leaving at 7:55 am			

Host: Assistant Professor Aaron Massari



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Accounting Services
Department of Chemistry
141 Smith Hall
207 Pleasant St SE
Minneapolis, MN 5545
Fax: 612-624-3409

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Payroll
Proposal Preparation
Useful Links
How to read ChartField Strings

Hospitality

Hospitality Expense Limits Department of Chemistry

Itemized Receipts Are Required.

Please request them when ordering/paying.

Name	EFS #	Breakfast	Lunch	Dinner
Departmental Seminars	1000-11098-20094	\$15/45	\$15/90	\$65/390
Gassman Lectures	1701-11098-20056-1000007419	\$15/45	\$15/90	\$65/520*
Kolthoff Lectures	1701-11098-20056-1000007420	\$15/45	\$15/90	\$65/520*
Etter Lectures	1701-11098-20056-1000007421	\$15/45	\$15/90	\$65/390
Other Dept. Lectures	1701-11098-20056-1000007424	\$15/45	\$15/90	\$65/390
Special Seminars	Varies	\$15/45	\$15/90	\$65/390
Faculty Recruiting	1000-11098-20000-1000002303	\$15/90	\$15/120	\$65/520*
Graduate Recruiting	1000-11098-20427	\$12/36	\$15/45	\$35/350**
PostDoc Recruiting	Varies	\$12/36	\$15/45	\$35/105

* Note: Consult Chair in Advance for Exceptions

**Note: Limit of two Faculty hosts and eight (8) students

Non-employee reimbursements are processed with the form "VISITOR EXPENSE REIMBURSEMENT" (DOC | PDF) Forward the completed form and receipts to the accounting office.

Faculty, staff and student reimbursements can be processed with an "EMPLOYEE EXPENSE REIMBURSEMENT." Faculty members may also use their University of Minnesota purchasing cards.

For those entertaining at the Campus Club use the "CAMPUS CLUB FORM." DOC | PDF

The "GRADUATE RECRUITING EXPENSE REIMBURSEMENT" form is used for all graduate recruiting expenses.

To request an **Honorarium** please have the speaker fill out a Request for Taxpayer ID form and submit it to the accounting office.

To request an **Honorarium** for a foreign national traveling on a visa, please fill out and have the

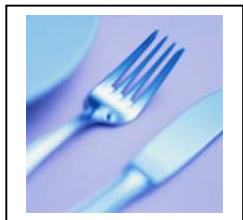
speaker sign (fax is OK) a B, WB and WT Honoraria and Expense Reimbursement Form and submit to the accounting office.

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The University of Minnesota is an equal opportunity educator and employer.

Last modified on November 3, 2010



Campus Club Form Chemistry Department

This form is required for all departmental use at the Campus Club.

Return completed form to Suzanne McColley in 141 Smith Hall to obtain a Campus Club card.

Chemistry Department:

Date of Event: _____

Budget to be charged: _____

Host of Event: _____

Name of guest: _____

Type of Event: _____ Speaker Luncheon (limited to 4 attendees)

_____ Recruiting: Faculty Postdoc Graduate Student

_____ Other: _____.

Expense for: Breakfast Lunch Dinner Bar Other: _____

Attendees (must include names of all attendees whose meals will be included in bill):

The above information will meet compliance documentation requirements for the University of Minnesota.

For Chemistry Accounting use only.

Card #: _____

Total Cost: \$ _____

JV#: _____

UNIVERSITY OF MINNESOTA
DEPARTMENT OF CHEMISTRY

NON-EMPLOYEE EXPENSE REIMBURSEMENT

Accounting Use Only
Vendor #:
Inv #:

DATE: _____

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SS#: _____

VISA TYPE: _____ (*Attach copy*)

Accounting String:

PURPOSE OF VISIT OR DESCRIPTION OF SERVICE:

DATES OF VISIT OR SERVICE:

EXPENSES INCURRED (*Attach receipts*)

Air Fare _____ Car Rental _____

Taxi _____ Other _____

Meals _____ Total _____

Certification: Under penalties of perjury, (see Section 6109 of the IRS Code for further penalties), the contractor certify that:

1. The number shown on this form is my correct taxpayer identification number (TIN) and,
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
3. I have incurred the above expense or provided the above services.

Certification Instructions: You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because of under reporting interest or dividends on your tax return.

X _____
Payee Signature

For payments to individuals that total more than \$600 in a calendar year, the University of Minnesota will file Form 1099-MISC with the IRS. *All expenses reimbursed without receipts will be reported as taxable income.*

Prepared By: _____ Phone # _____ Date: _____

EMPLOYEE EXPENSE WORKSHEET

U Wide Form:
UM1612
Rev: 1/2011

Complete this worksheet and submit with related receipts to the preparer for entry. Use for all employee travel and non-travel reimbursements. After entry and approval the PeopleSoft barcoded Expense Report, this worksheet with receipts attached, is sent to Imaging.

Employee ID	
Name	
Address	
City/State/Zip	
Frequent Flyer Miles Earned (Optional)	
Frequent Flyer Miles Used (Optional)	

Expense Report Number			
Authorization ID Number			
Advance ID Number			
Travel Destination(s)/Purchase Location(s)			
Travel/Purchase Date(s) MM/DD/YY:	From:	To:	
Travel Times (AM/PM):	Depart:	Return:	
Foreign Conversion Rate			

Detailed Expense Justification (Who, What, Where, Why & When): Attach additional sheet when necessary.

Date MM/DD/YY	Detailed Description Use as many lines as necessary.	Transportation					Lodging	Meals		Hospitality/ Group Meals	Other	Totals \$
		Miles	Rate	Mileage	Airfare	Other		Select BLD or Full	\$ Amount			
			0.510	-				<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch OR <input type="checkbox"/> Full Day <input type="checkbox"/> Dinner				\$ -
			0.510	-				<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch OR <input type="checkbox"/> Full Day <input type="checkbox"/> Dinner				\$ -
			0.510	-				<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch OR <input type="checkbox"/> Full Day <input type="checkbox"/> Dinner				\$ -
			0.510	-				<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch OR <input type="checkbox"/> Full Day <input type="checkbox"/> Dinner				\$ -
Totals:		0		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -

My Signature Certifies:
 • The listed expenses are legitimate.
 • I have not been nor will I be reimbursed for these expenses by any other source(s).
 • I have not earned frequent flyer points for personal use.
 • Required receipts/documentation are attached.

Helpful Links:
 • http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC
 • http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Additional Page(s) Total:	\$ -
Total Amount to be Reimbursed:	\$ -

Prepaid Expenses	Document #	Amount
Airfare:		
Conf. Registration:		
Other:		
Total		\$ -

Signature of Payee & Date

Fund	DeptID	Program	PCBU	Project	A	FIN EMPLID	Account	CF1	CF2	CS	Amount

Optional Authorized Signature & Date