

Procedures/Policies for Outside Seminar Speakers

May 2025

Travel - please work with Zoe Womack to arrange travel and lodging for the outside speaker you are hosting (see speaker information form below). Flights are usually Economy fares and Zoe has lodging suggestions. If someone needs/requests something else, that can be considered. Zoe will let you know if you need to speak to the Chair about the request.

Hosting Meals - the Department will pick up the costs associated with at least one dinner for an outside speaker, for 4-5 people. Cost for the dinner should be <\$200 (food + beverages). You can pay for this using your pro-card. It is important that you obtain itemized receipts. If alcohol is purchased, you must obtain a separate itemized receipt. When you process the expenses in Concur, you will use account 1012520060 / 809000025382 for the meal expense and 1215361570 for the alcohol. You must include a list of dinner attendees in the business purpose. If you have any questions, please contact Lauren.

Suggested business purpose for these types of expenses, 'Dinner with PSS seminar speaker to continue to explore [*choose as appropriate - research, instructional, and extension*] collaborations and synergies relating to [*insert area of focus – e.g. reducing P runoff, improved breeding practices, etc.*].'

Honoraria – honoraria are decided on a case-by-case basis. For most speakers, we do not offer honoraria. If you think your speaker will only agree to come if an honorarium is offered, then communicate with the Chair regarding possibility and amount.

To facilitate planning visits and tracking associated expenses, please work with the two forms linked below. The speaker information form needs to be completed prior to the visit, and the financial information form is submitted once the visit has occurred.

Speaker Information Form – https://pss.ca.uky.edu/files/speaker_information_form.pdf

Financial Information Form (Visiting Speaker) –

https://pss.ca.uky.edu/files/financial_information_form_visiting_speaker.pdf

Please follow these guidelines to avoid problems. If you have any questions, please consult with Zoe or Ellen.