

# Student Seminar Series How-Tos

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*These how-to tips are important and provide detailed information that you might need to know to arrange for seminars. Please review and follow, particularly expense reimbursement.*

## Eileen Harvala and Susan Wrayge's responsibilities

Eileen Harvala's primary responsibilities for the student seminar series encompass publicity such as information/abstract flyer creation and posting on the bulletin boards, website posting, including the seminar web page and web calendar, Department of Chemistry Weekly News, and email announcements.

Susan Wrayge is available to help with *some* logistics, particularly hotel reservations and resulting purchase order requests, and to answer questions and provide how-to guidance for other arrangements. Do not hesitate to contact Susan at 612-625-5889, [wrayg002@umn.edu](mailto:wrayg002@umn.edu), 1 Smith Hall.

*Seminar hosts: The Student Seminar Series EFS code is 1000-11098-20050, which can only be used by the seminar host for food orders, expense reimbursement, campus club forms, and hotel requisition requests.*

## Information Gathering

The following information is needed from student seminar series 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 reservations and send you the itinerary (this is important information needed for hotel reservations and for schedule creation)
  - Typically, ask your speaker to consider arriving mid to late afternoon the day before the seminar, and to fly out late in the afternoon or early evening the day of the seminar. However, the schedule depends on your time needs for the seminar.
    - Let Susan know your hotel reservation needs as soon as possible
- ✓Title and abstract of seminar, and photo
  - Send the title, abstract, and photo as well as any information that you might have about the speaker such as title, university, research interests, website link, and biography to Eileen Harvala, [harva015@umn.edu](mailto:harva015@umn.edu), as soon as possible for posting on the seminar web page and web calendars, and creation of the seminar information/abstract flyer.
    - Eileen will handle all seminar publicity. (A sample of the student seminar series abstract flyer is attached.)
      - Please write and send the biography to Eileen for the abstract.
    - Important reminder: seminar announcements are published in the Department of Chemistry Weekly News on the Friday before the seminar so publicity should be done as soon as possible, but a minimum of two weeks before the seminar.

## Hotel Reservations

- ✓Susan will work with seminar host to make hotel reservations as soon as the flight itinerary is available. Please let Susan know your hotel reservation needs as soon as possible. She will also make the purchase order request.
- ✓If you are making reservations yourself, please review and follow the how-to steps below:
  - First choice: The Commons Hotel, 615 Washington Avenue S.E., Minneapolis, MN 55414, 612-379-8888. Typical costs are \$159 a night with room tax per night at \$18.63.
    - You can make a reservation via email by contacting Brittney Collins at [bcollins@commonshotel.com](mailto:bcollins@commonshotel.com). The Commons Hotel sometimes sells out all of its available rooms. If in a bind, contact Thomas Hansen, 612-362-6631, or [thansen@commonshotel.com](mailto:thansen@commonshotel.com).

- If calling, identify yourself as being from the Department of Chemistry at the University of Minnesota, and ensure that you ask for the “university rate.”
- Tell them that the hotel will be sent a purchase order (requisition request form on our accounting web page at <http://www.chem.umn.edu/services/accounting/Purchasing.html>).
- 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 (requisition request form on our accounting web page).
- As an FYI, The Commons Hotel vendor number, which is needed for the purchase order, is 0000061242.

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

Courtyard Minneapolis (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 requisition order. Typical university rate is \$149 per night and \$19.83 per night.

✓ After making the reservation, immediately fill out the Requisition Request Form (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>. Click on the Requisition Request Form.

- 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.
- Accounting will send you an email once she has made the PO request.
  - Keep that email because sometimes the hotels lose the PO.
  - If needed, accounting can also quickly resend the PO to the hotel.
    - Need help; contact Jamie Johnson at 612-626-7541, [john1065@umn.edu](mailto:john1065@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/Catering/onlineordering.html>, 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, seasonal fruit (exclude apples by writing a note in the comment section), 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

- ✓ 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](mailto: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/information flyer PDF as an attachment if available from Eileen. Please note: 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 Hoyer*

*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.*

*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>.*

✓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](mailto:chem-chemfac@lists.umn.edu)
- Also send to Eileen Harvala at [harva015@umn.edu](mailto:harva015@umn.edu), Chris Lundby at [lundby@umn.edu](mailto:lundby@umn.edu), Lynne Johnsrud at [johnsrud@umn.edu](mailto:johnsrud@umn.edu), Susan Wrayge at [wrayg002@umn.edu](mailto:wrayg002@umn.edu), and Deborah Schoenholz at [schoe030@umn.edu](mailto: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.*

*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. [Speakers appreciate a heads-up about the weather, so they can plan accordingly.]*

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

*Sincerely,  
Eileen*

## Meeting Room Reservations

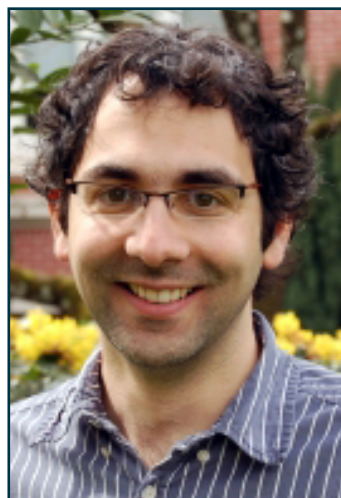
- ✓If you need to reserve a room for faculty from outside the Department of Chemistry to meet with the seminar speaker, go to <http://www.chem.umn.edu/services/room/>. Room 139C Smith Hall is a good room for such meetings, if available.

## 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
    - A maximum of six people are allowed. The maximum per person for breakfast and lunch is \$18, the maximum per person for dinner is \$70, including tip and alcohol.
    - Need to obtain permission from the department chair in advance it going over the maximum number of people allowed.
  - *Visitor expense reimbursement form* that you want to give to the seminar speaker, which can be returned with itemized receipts. Important to stress that the expense form and expense receipts are originals because the university does not accept PDFs. Hosts are responsible to handling speaker expense reimbursement. Do not have speakers send the form or receipts to Susan.
    - Give form to speaker before he or she leaves campus
      - Speaker can leave the signed form with you or return with expense receipts
    - There are many expenses forms for international visitors. It is recommended that you set up time with the speaker to meet with someone from accounting to go over all appropriate forms. Contact accounting for a time.
  - *Employee expense reimbursement form*
    - Important: include itemized, detailed—not just aggregate—receipts, and obtain separate alcohol and food receipts
  - *Campus Club form*
    - Fill out and give to Jamie Johnson, 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 Jamie, 141 Smith Hall.
      - Do this as soon as possible after lunch.
      - Return unused Campus Club cards to Jamie 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.

## 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	Lunch with students Tim Anglin, Benj Fitzpatrick, Zahra Sohrabpour at Campus Club		
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
Dinner: Haute Dish at 6:30 pm, <a href="http://www.haute-dish.com/">http://www.haute-dish.com/</a>			
Thursday, April 7			
Air Canada, leaving at 7:55 am			

**Host: Assistant Professor Aaron Massari**



## Student Seminar Series

9:45 a.m. Tuesday, May 3 • 331 Smith Hall

Professor

**Allen J. Bard**

Department of Chemistry & Biochemistry  
University of Texas at Austin

*Chemically Imaging Living Cells  
by Scanning Electrochemical Microscopy*

Website:

<http://bard.cm.utexas.edu/research/abard/Home.html>

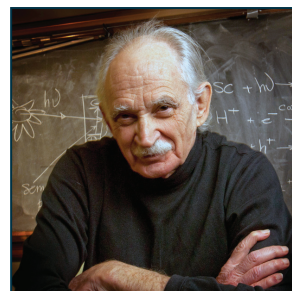
### Abstract

Scanning electrochemical microscopy (SECM) has found many applications with different systems (e.g., electrode surfaces, liquid/liquid interfaces, biological samples) and has been shown to be an excellent technique for characterizing surface structures in liquid environments with micrometer and nanometer resolution.<sup>1</sup> SECM combines the virtues of electrochemistry at very small electrodes (ultramicroelectrodes) such as minimization of uncompensated resistance effects, with those of an adjustable thin layer cell. The latter twin-electrode aspect of SECM allows one to make steady-state measurements of the type previously carried out with the rotating ring-disk electrode, but with considerably greater ease in fabrication and with comparable mass transfer rates without the need of forced convection. Moreover, the theory of SECM is well developed, so that one can utilize the current-distance (approach) curves above a substrate to obtain quantitative kinetic information about surface processes or reactions in solution. SECM is also useful for imaging and studying the uptake or release of chemical species from a surface (chemical imaging).

The basic principles of electrochemistry at an ultramicroelectrode (UME) with a diameter in the nm to  $\mu\text{m}$  range will be reviewed. A number of recent papers have reported the use of SECM in studying systems of biological interest. Studies of living cells are particularly exciting, since one can study dynamic processes that occur in such systems. After a brief overview, we will describe recent work on human HeLa cells and bacteria. SECM studies can provide information about the rate of the transfer of molecules across the membranes of living cells and the effect of various substances on cell viability. Such studies may be of interest in toxicology and drug design.

<sup>1</sup>A. J. Bard and M. V. Mirkin, Eds., *Scanning Electrochemical Microscopy*, Marcel Dekker, New York, 2001.

Professor Allen J. Bard began his teaching and research career at the University of Texas in 1958. Currently, he is the Hackerman-Welch Regents Chair in Chemistry, and director of the



Center for Electrochemistry. He earned his master's degree and doctorate in chemistry from Harvard University.

His research interests involve the application of electrochemical methods to the study of chemical problems, which includes investigations in electroanalytical chemistry, electron spin resonance, electro-organic chemistry, high-resolution electrochemistry, electrogenerated chemiluminescence, and photoelectrochemistry.

Professor Bard has received numerous awards throughout his distinguished career, including prestigious honors from a number of associations, society's, organizations, and universities, including the American Chemical Society, National Academy of Sciences, and Electrochemical Society,

Annually, Professor Bard shares his expertise at universities across the United States and internationally, including coming to the Department of Chemistry for one of its Koltthoff Lectureships.

Throughout his career, he has edited important chemistry journals, served on editorial advisory boards, and been a member of many professional societies. He also also served as a mentor to more than 80 doctoral students, 16 master's students, and 160 postdoctoral fellows.

**Hosts:**  
**Melissa Maurer-Jones**  
**Audrey Meyer**



Chemistry | One Stop | Directories | Search U of M



## Facilities & Support Services

## Faculty

## Research

## Graduate Program

### Undergraduate Program

## Course Offerings

## Seminars

## Events

## Alumni/History

## Directory

## 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: 612-624-0831

Email: harva015@umn.edu

Ship To: )

Attention:

Room #:

### *Vender Information*

Vendor Name: University Hotel Minneapolis

Contact Person:	
-----------------	--

Address: 615 Washington Ave. S.E.

Minneapolis, MN 55414

Vendor ID: (10)  
(if known) 0000061242

### Item Information

[illegible]



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)):

Professor David MacMillan, student seminar series speaker

**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):

University Hotel Minneapolis, 615 Washington Ave. S.E., Minneapolis, MN 55414

**Why** (are you making this purchase) -OR-

**Why** (is this purchase necessary for your research):

In order to attract the best speakers possible to the Department of Chemistry's Student Seminar

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

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

Enable the Student Seminar Series hosts to provide appropriate lodging to visiting guest

Comments/Special Instructions:

Additional information: Ryan Hue, series coordinator, 612-624-7824, huexx001@umn.edu

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

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

Submit Requisition



## 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.

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Next



## Schedule an event

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

### Days

Click on the dates you would like to choose.

C

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

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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.

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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/dgncxe644rz273dqyy94t394/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/dgncxe644rz273dqyy94t394/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/dgncxe644rz273dqyy94t394/admin#notifications>

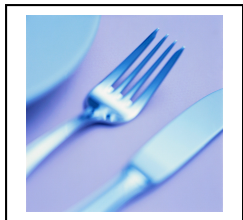
**From:** Doodle <mailer@doodle.com>  
**Subject:** **Doodle: Link for poll "David Sherman, Abbott Workshop Series, May 20-21"**  
**Date:** April 29, 2011 9:08:10 AM CDT  
**To:** <harva015@umn.edu>

---

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.)



## Campus Club Form Chemistry Department

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

*Return completed form to Jamie Johnson in 141 Smith Hall to obtain Campus Club cards.*

### 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

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University of Minnesota

<http://www.umn.edu/>

College of Science and Engineering

## Department of Chemistry Finance and Payroll Services Office

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

### Quick Links

[Employee Reimbursements](#)[Hospitality](#)[Purchasing](#)[Payroll](#)[Proposal Preparation](#)[How to read ChartField Strings](#)

## Hospitality Expense Limits

A. For all hospitality events with a stated business purpose that are funded by the Department of Chemistry, the expense limits per person are \$18 for breakfast and lunch and \$70 for dinner, including tip and alcohol. A maximum of 6 persons may be reimbursed for each event. Requests for exceptions to these limits **MUST** be submitted to the Department Chair in advance of the event. For all hospitality events with a stated business purpose that are funded entirely from Faculty non-sponsored accounts, the limit is \$100 per person, as specified by the University of Minnesota.

B. For all hospitality events with a stated business purpose that are funded entirely from Faculty non-sponsored accounts, the limit is \$100 per person, as specified by the University of Minnesota.

Please note that there are tax implications if hospitality events are frequent; please see Finance and Payroll Services office staff for questions. The University hospitality policy may be found [here](#).

***ITEMIZED RECEIPTS ARE REQUIRED FOR ALL HOSPITALITY REIMBURSEMENTS***

Meals with Prospective Students are limited to 4 students + the prospective student. The maximum amount allowed, including tip, is \$18 per person for lunch. The maximum amount allowed, including tip, is \$40.00

per person for dinner.

Alcohol is not allowed at meals with prospective students and will not be reimbursed.

The Following EFS Strings are for the Events Listed:

Departmental Seminars: 1000-11098-20094

Gassman Lectures: 1701-11098-20056-UMF0003503

Kolthoff Lectures: 1701-11098-20056-UMF0001073

Etter Lectures: 1701-11098-20056-UMF0003362

Special Seminars: Varies

Faculty Recruiting: 1000-11098-20000-1000002303

Graduate Recruiting: 1000-11098-20427

If you are unsure of the account string to use please contact the Finance and Payroll Services office in 141 Smith Hall.

**Non-employee reimbursements** are processed with the form “VISITOR EXPENSE REIMBURSEMENT” ([DOC](#) | [PDF](#)) Forward the completed form and receipts to the Finance and Payroll Services office in 141 Smith Hall. Note, non-employee reimbursements are submitted to the CSE cluster and processed by that office as they are received. This can take 2-3 weeks on top of the process the Chemistry Finance and Payroll Services office must follow.

Processes to remember: a) all foreign visitors must be set up as a vendor in EFS, b) all foreign visitors must have a social security number and a tax treaty must exist between the US and the country of origin or taxes will be withheld.

The amount of the tax will depend on what is being paid.

**Faculty, staff and student reimbursements** can be processed with the form “[EMPLOYEE EXPENSE REIMBURSEMENT.](#)”. Hospitality meals may be paid with a procurement card - an itemized receipt is required. Alcohol may not be purchased using a procurement card.

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 Finance and Payroll Services office in 141 Smith Hall.

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 Finance and

Payroll Services office in 141 Smith Hall.

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- Last modified on February 4, 2015

UNIVERSITY OF MINNESOTA  
**DEPARTMENT OF CHEMISTRY**

NON-EMPLOYEE EXPENSE REIMBURSEMENT

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SS#: \_\_\_\_\_

VISA TYPE: \_\_\_\_\_ (*Attach copy*)

**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:** \_\_\_\_\_

Accounting Use Only

Vendor #:

Inv #:

Accounting String:



University Catering  
UNIVERSITY OF MINNESOTA  
Driven to Discover™

University  
Catering  
Delivery Ordering  
University of  
Minnesota  
300 Washington Ave

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

ORDER #4957

Thursday, 5/5/2011

Ordered On: 4/5/2011



**Confirmation Pending**

**Customer  
Information**

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

**Payment  
Information**

<b>Payment Type :</b>	EFS 
<b>EFS Number:</b>	

**Delivery / Pickup  
Information**

<b>Method:</b>	Delivery
<b>Delivery Contact:</b>	Eileen Harvala
<b>Delivery Phone:</b>	4-0831
<b>Event Name:</b>	Ritter Seminar
<b>Building:</b>	Smith Hall
<b>Room #:</b>	331
<b>Cell Phone:</b>	

**Event Information**

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

**FOOD**

	<b>Qty.</b>	<b>Price</b>	<b>Ext.</b>
<b>Cake Donuts</b>	3	\$11.99	\$35.97
<b>Raised Donuts</b>	3	\$11.99	\$35.97
<b>Seasonal Whole Fruit - per dozen</b>	1	\$9.99	\$9.99
<b>Individual Assorted Yogurts - per dozen</b>	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
<p>* The administrative charge is not intended to be a tip, gratuity, or service charge for the benefit of employees</p>		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				



**EMPLOYEE EXPENSE WORKSHEET**

*REQUIRED*					
Empl ID		Name		Email	
Address				City/State/Zip	
Travel Destination(s)/ Purchase Location(s)					
Travel Times (AM/PM):	Depart:		Return:		
Travel/Purchase Date(s) MM/DD/YY:	From:		To:		

Office Use Only	
Expense Report #	
Travel Auth. ID #	
Cash Advance ID #	

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

Date MM/DD/YY	Description/Business Justification Use as many lines as necessary.	✓ if Required Receipt is Missing	Transportation				Lodging Rm & Tax	Meal Per Diem (includes incidentals)		Hospitality/ Grp Meals	Other	Totals \$
			Miles	Rate	Mileage	Taxi, etc.	Airfare		\$ Amount			
		<input type="checkbox"/>		0.565				<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	<input type="checkbox"/> Partial Day (first/last day) <input type="checkbox"/> Full Day			
		<input type="checkbox"/>		0.565				<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	<input type="checkbox"/> Partial Day (first/last day) <input type="checkbox"/> Full Day			
		<input type="checkbox"/>		0.565				<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	<input type="checkbox"/> Partial Day (first/last day) <input type="checkbox"/> Full Day			
		<input type="checkbox"/>		0.565				<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	<input type="checkbox"/> Partial Day (first/last day) <input type="checkbox"/> Full Day			
Totals			-									

*Required when applicable* - RELATED EXPENSES PREVIOUSLY PAID BY THE UNIVERSITY						
Paid by :	PCard	Voucher	Reimbursed	Document #	Date Paid	Amount
Airfare:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Conf. Registration:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Hotel:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
TOTAL						

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

**My Signature Certifies:**

- I have paid the amounts claimed and am entitled to reimbursement according to policy.
- The listed expenses are legitimate and allowable business expenses.
- I am not requesting reimbursement for expenses charged to the Procurement Card or expenses that have been or will be reimbursed by other sources.

**Helpful Links :**

- <http://travel.umn.edu/>
- <http://www.gsa.gov/portal/category/21287>
- [http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)
- <http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL.html>
- <http://www.oanda.com/currency/converter/>

Signature of Employee &amp; Date (required)

[see UM1612i in the Forms Library](#)

Authorized Signature &amp; Date (required)

[see UM1612i in the Forms Library](#)

*Required*											
Fund	DeptID	Program	PCBU	Project	A	Account	FIN EmplID	ChartField 1	ChartField 2	CS	Amount
TOTAL											