

## **Guidelines for reimbursable expenses for ESS seminar speakers**

Although exceptions can be made, we appreciate everyone's cooperation in keeping expenses down.

ESS will reimburse costs for speakers for whom advance arrangements have been made and approved. We will support the weekly seminar speaker, but any other 'special' visitors require prior approval.

1) Airfare must be in economy class - every effort should be made to purchase tickets at least a week in advance to obtain lower fares.

Maximum airfare reimbursements are:

Within California \$350 R/T

Within the US \$800 R/T

International \$1200 R/T

If there is a problem with costs, the speaker should inform us in advance; exceptions can be made.

2) Hotel accommodation will be at the Radisson or Fairmont Hotel.

If a more expensive hotel is used, we will reimburse up to the cost of the other options (~\$130/night plus tax).

3) Rental cars will not be paid for except under exceptional circumstances. The hotels have shuttles that provide transport to and from campus at no charge; the UCI host should also make every effort to provide transportation to the speaker.

4) Meals - speakers can be paid per diem rates for individual meal expenses on the day of their seminar and either the preceding or following day if those involve extensive travel.

5) Meals paid for by UCI hosts.

Lunch. We reimburse hosts for a maximum of \$20 per person up to a maximum of \$100 for lunch charges.

For dinner, we will reimburse hosts for a maximum of \$35/person up to a maximum of \$200. It is up to the hosts to decide how to cover costs over the maximum amounts.

Alcohol costs cannot be reimbursed as the funds come from the University.