Guidelines for Hosting TAP Colloquium Speakers

Before Speakers Visit:
Please complete the following 1-2 weeks prior to colloquium:

• Contact speaker introducing self as their official host; inquire about any information they may need.
• Coordinate scheduling and any visitor office with Debbie Federico and the Google Schedule doc.
• Email the speaker the link to their schedule.

During Speakers Visit:
• Introduction of speaker at start of colloquium.
• Hosting meals; lunch before and dinner after colloquium. All meals are reimbursable.

Keep in Mind:
• Meals should be limited to 6 guests; including the speaker.
• The State of Arizona prohibits reimbursement for alcoholic beverages. If alcohol is purchased, make sure it is billed separately.
• All Receipts MUST be itemized. At time of purchase verify receipt is itemized; ask merchant for an itemized copy before leaving. note: gratuity amount cannot exceed 20% before tax
• Include with lunch/dinner receipts, a list of all attending guests. List should match Google Schedule doc.
• Debbie will contact you before the Speaker leaves for all reimbursement paperwork.

Thank you for your cooperation!

http://tap.arizona.edu

If you have any questions/concerns please contact:
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