TAP Colloquia: Host Information

Host Functions:
- Communicate with speaker to confirm visit details including dates, individual meeting, group meals, etc.
- Distribute speaker meeting schedule link to TAP distribution list (tap@list.arizona.edu)
- Organize and host group lunch and dinner
- Introduce speaker at the start of the colloquium

TAP Administration Functions
- Communicate with speaker to determine lodging needs and to convey process for travel reimbursements
- Create and send Google Scheduling link to host for individual meetings and group meals
- Arrange for visitor office space and facilitate access
- Make lodging reservations; confirm details with speaker
- Process all speaker and host reimbursements

Group Meals
- Meals should be limited to 6 guests, including the guest speaker.
- Use Google Scheduling doc to invite guests for the meals. This will be used to create the guest list.

Meal Reimbursement
- All receipts must be itemized to be reimbursed.
- Gratuity should not exceed 20% of total.
- The State of Arizona prohibits reimbursement for alcoholic beverages. Please request a separate bill for any alcohol purchased.
- Submit receipts as soon as possible to avoid processing delays. Reimbursements >90 days post event may be taxable.

Please contact Rosie Johnson (rosiejohnson@arizona.edu) with any questions or concerns.