# RESPONSIBILITIES OF CONTACT PERSONS FOR SEMINAR SPEAKERS

The individuals listed as “Department Contacts” for each seminar are those departmental members who will take responsibility for the following portions of the speaker’s visits. The checklist is provided for your convenience to ensure that all Seminars are run in an efficient and timely manner.

1. Invite the Seminar Speaker in writing via email and attach the Seminar Speaker Travel Request, W9 Commonwealth of Virginia Substitute 10 2 14, and the Guest Traveler Form. In your email please ask them to email the documents to martha.vanmeter@vcuhealth.org for processing. They may call and give their SSN over the phone if they feel more comfortable. **NOTE: It is the host’s responsibility to follow up with the speaker to ensure that the information is submitted in a timely fashion.**
2. Determine whether the speaker will require hotel accommodations or will be staying at someone’s home. If hotel accommodations are required, please notify Micro office (8-9716) at least 5 weeks before thespeaker’s arrival. The choice of hotel that the Department uses in the Crowne Plaza Downtown. Number of nights of stay will be determined when airline/train travel is arranged.
3. The University has mandated that we use Christopherson Business Travel for all travel. We will purchase airline tickets for the speaker and have an e-ticket available for him/her. Point out to the speaker that this will circumvent their being taxed on the price of the airline ticket as income. Under the new tax laws, if they buy the tickets and are reimbursed by us, the dollar amount of the ticket is counted as income and is not exempt.
4. Contact the speaker **3** weeks before his/her scheduled seminarto remind him/her of that commitment. Either at that time, or when they arrive in Richmond. Please inform them of the following restrictions:
5. We cannot pay any part of a spouse’s expenses, so, if they bring their spouse, they will be completely responsible for all expenses for that person.
6. If they are staying at a local hotel, please tell them that we cannot pay for telephone calls made in the room, movie rentals, parking, or any bar charges (some of the hotels have honor bars in the room and even if all they have from the bar is a soft drink the bill we receive does not differentiate between soft and hard drinks; therefore, the State just won’t allow payment of this charge).
7. Obtain the Seminar title from the speaker and give that title to the Department Office so that we may prepare seminar bulletins. Please turn in title at least 3 weeks before seminar date.
8. Ensure that arrangements are made to pick up the visitor at the airport or at the limousine drop-off point (or that good directions have been sent to them if they are driving), and to take him/her back after the visit has ended.
9. Arrange and write out an itinerary (agenda) for the visitor, and have it typed in the office (give to the Departmental Secretary to type and give her a list of who should receive copies), at least 1 week before the date of the seminar. **If you choose to do seminar notices and itinerary on your own system, Please make certain that the staff in the Office has the most updated copy.** This will avoid the Departmental office being unaware of the seminar speaker’s schedule and location in case of an emergency.
10. Ascertain that audiovisual materials required by the speaker are available and in order. Please call the office (8-9728) to make sure everything needed has been reserved at least 1 week before the date of the seminar.
11. Arrange meals with the visitor (part of the agenda), and invite appropriate department representatives to join you. Faculty and students attending meals with seminar speakers will be reimbursed for the cost of their meals at the per diem rates. The department will reimburse the speaker and **2** faculty/students up to $11.00 for breakfast, up to $16.00 for lunch, and up to $34.00 for dinner, plus $5.00 per day for incidentals (total per diem allowance $66.00) **You must have an itemized bill to be reimbursed** along with your credit card receipt. **We cannot reimburse for alcoholic beverages.**
12. Introduce the speaker at the seminar or, if you are unable to be there, arrange for someone else to do so.
13. If the guest speaker is not a U.S. Citizen, he/she may only be reimbursed/receive honorarium if they have a business Visa. If no business, no reimbursement. If there are any questions relative to this matter, Please contact the accounting office. Arrange to have the speaker visit the office before his/her departure so that appropriate reimbursement and/or honorarium forms can be signed.
14. The **Seminar Coordinator** (MICR 697 Course Director) will write a letter 1 week after the Seminar to thank the speaker for his/her presentation and to inform him/her that reimbursement forms are being processed. The letter will be sent out from the administrative office so a copy can be kept for our records.
15. **Speaker Honorarium and Reimbursement –** An outside speaker will be given an honorarium for their presentation. The amount is determined by the Chair of the Department in consultation with the Administrative Office. In addition to the honorarium, speakers will be reimbursed the cost of mileage to/from their address provided and the airport/train station, travel day per diem meals. Speakers should send any receipts (parking, baggage, etc) to martha.vanmeter@vcuhealth.org. An expense report will be created and emailed to the speaker requesting review, signature and return to the department for payment. The receipts should be received in the office within two weeks of their seminar for reimbursement. The expense report should be signed and returned within one week of receipt for processing through Procurement Services.

If you have any questions please contact the administrative offices at 828-9716.