

# Physics Memorandum

**To:** Physics Faculty  
**From:** Nicholas J. Giordano  
Hubert James Distinguished Professor and Head  
**Date:** January 24, 2013  
**Re:** Reimbursement for Colloquium and Seminar Speakers

The purpose of this memo is to remind you of the Department of Physics policy for reimbursement of meal expenses associated with colloquia and seminars. Note that some of the daily spending limits are being increased, and that in the future we will be indexing them to the Purdue per diem allowance (point #10 below).

1. **General Colloquium Speakers** – The daily limit for the speaker, faculty hosts and other guests is **\$200**, including alcohol charges. The funds may be distributed in any combination across breakfast, lunch, and dinner.
2. **Seminar Speakers** – The daily limit for the speaker, host faculty member, and guests is **\$105**, including alcohol charges. The funds may be distributed in any combination across breakfast, lunch, and dinner.
3. **Local Speakers** – It is understood that some speakers will reside in the West Lafayette area and/or work for other departments at Purdue University. In these cases, a single meal will be covered by the Department. The daily limit for the speaker, faculty and guests, is **\$60**, including alcohol charges.
4. **Department of Physics Faculty and Staff Speakers** – The Department will not cover meal expenses for its own employees who serve as colloquium or seminar speakers.
5. **Postdoctoral Candidate Speakers** – The Department will not cover meal expenses associated with postdoctoral candidate seminars. Those expenses must come from the faculty member hosting the candidate.
6. **Increasing Meal Expenses** – It is understood that circumstances may require exceeding the daily limit. For example, a speaker may be accompanied by a spouse. In those circumstances, the host faculty member must inform the Business Office before signing out a Department credit card.
7. **Receipts** – Itemized receipts are required for all meals covered by the Department.
8. **Overcharges** – It is the responsibility of the host faculty member to cover any overcharges associated with a speaker's visit. Checks for reimbursements of expense should go through the Purdue Research Foundation and must be turned in at the time the credit card is returned.
9. **Faculty Candidate Speakers** – The limits described above are not in effect for meals and expenses associated with a faculty candidate seminar.
10. These spending limits will be revisited each year and changed to keep up with changes in the official Purdue per diem allowance.

*Alcohol may only be charged on the PRF card but not on the Hospitality card.*