

Guidelines for Departmental Seminar Organisers and those hosting speakers – September 2019

The Department runs excellent seminar series and the efforts of the organisers are much appreciated. However, we do have to work within a budget provided specifically by the University for teaching purposes. Not only is there a need to comply with the University's financial regulations for the use of the funds but we should also maximise the number of speakers we can invite.

These guidelines relate to the main Departmental Seminars. If speakers are coming as part of a collaboration as well as to give a seminar, grant funds should be used in the first instance if possible. For Junior/Kinder seminars see section* below.

Expenses

Expenses must be claimed in the currency in which they are incurred. Do not convert currency on claim forms. Original receipts should be attached for each item claimed. Credit card receipts should be the itemised copy and not the total copy. Claim forms can be found either on the bench opposite the equipment room in Pav. C or online <https://www.finance.admin.cam.ac.uk/finance-staff/accounts-payable/expense-claims/expense-forms>

Reimbursement for speakers

For speakers from abroad an International Payment Order will be arranged and payment made directly to the their bank account in the relevant currency. Full details of the speaker's account must be supplied. For UK residents, a cheque will be sent to the address supplied on the claim form. ***There is currently no mechanism to pay visitors' expenses directly to a UK bank account.***

Travel

The Department will pay for 2nd class rail travel for speakers from the UK and economy airfares for speakers travelling from Europe. We would request that where possible bookings be made in advance to minimise costs. If the full cost of travel is likely to exceed £300.00 please consult the Departmental Administrator.

Entertainment (dinners, lunches):

Organisers can host speakers for lunch or dinner and invite up to 5 colleagues (prioritising postdocs and students) from the Department to a meal outside of CMS. On the claim form please list names of guests in attendance. Any additional guests must cover the cost of the meal themselves. Please try to avoid excessive cost where possible.

Accommodation:

The Department would not expect to cover overnight costs for speakers from the UK within 1-2 hours travel time to/from Cambridge. Requests for accommodation outside of these guidelines require the prior approval of the Departmental Administrator.

Ideally, speakers would be accommodated in Colleges. The seminar budget will fund a maximum stay of **two nights**. If Fellows book College rooms themselves reimbursement can be made in the usual way using their College account as a receipt. If their College is willing to invoice the Department please request a purchase order from Julia hodsec@dpmms.cam.ac.uk or Charlotte Thompson-Mitchell (crt43@dpmms.cam.ac.uk). Julia and Charlotte can assist with booking accommodation but as College accommodation is limited please give them reasonable notice.

Office accommodation: Currently we are very short on office space and it will not be possible to provide an office for seminar speakers. WiFi codes can be obtained from CMS Reception.

*Junior/Kinder Seminars

Only 2nd class rail travel for speakers will be covered for these seminars. Please advertise the talks on talks.cam.

General

Ensure details of seminars are posted on the relevant talks.cam list. <http://www.talks.cam.ac.uk/>

- Tea/coffee and biscuits are available for post-seminar gatherings. Supplies are kept in a cupboard in each common room. Please collect a key from Charlotte (C1.05) and ensure the key is returned promptly and let Charlotte know if the supplies need topping up.
- The seminar budget is unable to cover the cost of the speaker's partner/family.
- The Department is unable to reimburse expenses through petty cash.

- In keeping with the Department's commitment to reducing waste and the use of plastic please encourage people to bring their own mugs to tea following the seminar.