

## **UCLA Spanish & Portuguese Department Event Hosting Policies and Guidelines**

There will be events where you will require a reimbursement after purchasing items for an event that you helped coordinate. For all food related reimbursements, you will submit an Entertainment Reimbursement request. For other supplies, you will submit a Reimbursement request. Both forms are available online at [www.spanport.ucla.edu](http://www.spanport.ucla.edu) under the “administrative information” tab. For Entertainment requests, make sure to include guest lists. For both requests, you will need the required forms and itemized receipts.

### **For the events that require Graduate Students to pay for items then receive reimbursement:**

- The departmental deadline to turn in your receipts for reimbursement is now 30 days after the date of the event. Late submissions **will not** be reimbursed.
- When turning in your receipts please include the following:
  - o Original Receipt – needs to have the purchase itemized
  - o Cash purchases REQUIRE itemized receipts – because CASH doesn’t identify the ACTUAL purchaser (i.e. with credit/debit card numbers) – some transactions may be rejected.
  - o Copy of the banking statement/credit card statement or transaction detail that shows payment
  - o Filled out “Entertainment Expense Reimbursement Request Form” which can be found on the department website under the “administrative information” tab (see attached document)
  - o Complete guest list (Full Names, Affiliations, titles of each attendee)

### **For events like Lectures & Symposia and other events approved by the Department Chair and/or the use departmental funds:**

- Graduate Student Hosts or Committees will submit to me (Adriana) an itemized budget for the event.
- I will help purchase what is needed for the event. It is up to the Graduate Student Hosts or Committees to make sure that deadlines are met – so PLEASE make sure you come to me with enough time for me to make your purchases.
- For all purchases made separately, please make sure to keep receipts and proper documentation for reimbursement.
- Any purchases that cannot be made on time will be the responsibility of the Graduate Student Hosts or Committees. Please follow the reimbursement policy stated above to get your purchases reimbursed.

### **It is the responsibility of the graduate student to prepare and submit all required documentation for reimbursement.**

For various events, there will be an invited guest speaker/lecturer. This section will hopefully help clear up specifics for everyone. Each graduate student host will be responsible to carry out the duties mentioned.

### **1 Month Before Guest Arrival (or sooner):**

- Make sure to send me (Adriana) the “Guest List Accommodation Check List” as soon as you know what is required for your Guest. You can find this form on the department website under “administrative information”.
- Send an email reminding the Guest Speaker of their invitation and thanking them for giving a talk/presentation for our department.
- If this is a Faculty hosted event and you are the assigned as the Graduate Student Host please make sure that everyone is on the same page in regards to all Guest accommodations/visit requirements. And that this has been clearly communicated to me (Adriana).
- Send me (Adriana) the event flyer to forward to the department and other publicity list servs. Also let me know if any special equipment will be needed. (Projector, speakers, laptop, etc.)
- Have the website updated with the Guest’s title and abstract (Ask Adriana).
- Put up flyers for the colloquium around the department
- Begin the reimbursement process for the Guest with Adriana.

### **DAY of the event:**

- You, as the host, are the “go to” person for this event. You will be responsible for answering questions about the event and introducing yourself to the Guest when they arrive.
- Any handouts that are needed, you will have to make copies/provide printouts.
- You will be responsible for setting up the room (most likely Lydeen Library). You could request help from a student worker and if available, they will help with the set up. Set up includes chairs, tables, food/refreshments, and audiovisual equipment.
- Create a GUEST LIST to submit to Adriana in order to complete reimbursement.
- You will be responsible for clean-up and making sure the room is locked and equipment is returned to the main office.

### **Lunch/Dinner with Guest:**

- Coordinate with the faculty host/hosting group the details of the dinner.
- Follow Entertainment Reimbursement guidelines if reimbursement is requested.