



Department of Biological Sciences Seminar Series

Expense Guidelines for Faculty – AY 17 - 18

In general, the department will pay for:

- 2 nights at the hotel the department has worked out an agreement with (currently Embassy Suites Vanderbilt)
- Speaker's domestic airfare/travel costs
- Lunch with up to 9 graduate students (the usual number is 5 – 7 students). For more, see Dr. McMahon.
- The speaker's charges for happy hour at the Mellow Mushroom
- For 4 attendees at dinner, including speaker
- Up to and including \$300.00 for dinner. Anything over will be paid for by the host.
- \$200.00 honorarium for speaker
- Meals, snacks, rental car, ground transportation during the speaker's trip

Dr. McMahon must approve anything outside of these guidelines (international travel, etc.) before the expense is incurred.

There can be some trading of costs (e.g. If the host puts up the visitor at his/her house, then the savings on hotel could be used for an expanded dinner).