

GUIDANCE FOR SEMINAR ORGANISERS 2018/19

Heads of Group are responsible for the overall seminar budget for their group while seminar organisers should oversee the costs for their seminars. Seminar organisers should ensure that costs are kept at a reasonable level and within the College's [Travel and Expenses Policy](#). As a guide, it is recommended that seminars should normally cost up to a maximum of £200 for travel/accommodation and points 5 and 6 below must be followed on the provision of post-seminar entertainment. Total expenditure of above £300 for any one seminar must be agreed by the Head of Group. **Heads of Group and seminar organisers should ensure compliance with the following:**

Speaker's Travel and Subsistence

1. Reasonable travel (standard class rail fares or low cost flights) will be reimbursed, as well as tube fares to and from QMUL. We expect organisers to bear in mind financial constraints when issuing invitations and encourage speakers to purchase tickets early to ensure good value. Tickets can also be purchased on behalf of speakers beforehand.
2. Bookings can be made for necessary overnight stays bearing in mind the recommendations given above.
3. The speaker should complete an [expense claim form](#), have it approved and submit it along with all original receipts.
4. If the speaker wishes to make a claim for subsistence to cover the cost of food during their visit it must not exceed the subsistence guidelines below and must be supported by receipts:

MANDATORY

Subsistence: period of absence	Limit
Over 6 hours but less than 9 hours	£10
Over 9 hours	£40

*5.2 These limits cover breakfast, lunch and dinner. **Claims for teas, coffees and light refreshments that do not accompany breakfast, lunch or dinner are not permissible. A maximum of £25 for the evening meal.** Alcoholic drinks accompanying a meal are included within the allowances, as are tips or gratuities.*

5.4 Subsistence cannot be claimed when attending meetings or events at University UK campuses or buildings unless you are required to stay overnight when the subsistence limit for 'over 9 hours' set out in the table above applies.

Seminar Hospitality

5. Pre-or-post seminar drinks will no longer be funded but the seminar organiser (or host) may take the external speaker to either lunch or dinner but not both:
 - i. If the speaker is taken to lunch, then College facilities should be used if possible. The seminar organiser may claim for him/herself, the speaker and up to two further members of the School, at a maximum allowance of £20 per person. A VAT receipt for the bill must be obtained and scanned, uploaded and attached to the online expense claim form, and a list of all those whose meal is being paid for must be included.
 - ii. If the speaker is taken to dinner, a claim can be made for the seminar organiser, the speaker(s) and up to two further members of the School at a maximum allowance of £40 per person. A VAT receipt for the bill must be obtained and scanned, uploaded and attached to the online expense claim form and a list of all those whose meal is being paid for must be included.