**Dietrich School of Arts and Sciences**

**Division of Natural Sciences**

**Department of Physics & Astronomy**

**Physics and Astronomy**

**Colloquia and Faculty Recruitment Guidelines**

**Colloquia**

* Held on Monday
* Costs 100% covered by DEPARTMENT MAXIMUM: $1,650
* Lunch: up to 6 individuals including speaker. Provide account number for 7+ persons.
* Dinner: up to 4 individuals including speaker. Provide account number for 5+ persons.
* Alcohol is NOT permitted to be reimbursed by the department. Provide account for any alcohol purchased. Two drinks per person limit; a bottle of wine is 5 drinks.
* Policy does NOT permit reimbursement beyond $75 per diem per person, including tip.
* The University is tax exempt. Taxes will not be reimbursed.

**Faculty Candidates (Recruitment)**

* Costs covered 100% by DEPARTMENT
* Lunch: up to 6 individuals including candidate. Provide account number for 7+ persons.
* Dinner: up to 4 individuals including candidate . Provide account number for 5+ persons.
* Alcohol is limited to two (2) drinks per person. A bottle of wine is 5 drinks.
* Policy does NOT permit reimbursement beyond $75 per diem per person, including tip.
* The University is tax exempt. Taxes will not be reimbursed.

**THE UNIVERSITY IS TAX EXEMPT. NO TAXES WILL BE REIMBURSED.**