

MBS Seminar Speaker Series AY26-27 - Responsibilities & Budget

Responsible party	To-Do-Task	Notes
FACULTY HOST	Invite Speaker and book a date	Please refer to the detailed Faculty Host Guide for more information and guidance
FACULTY HOST	Notify Department Admin and CBSD, and share Speaker contact information	
FACULTY HOST	Provide Title for calendar and announcement	
FACULTY HOST	Recruit faculty and students to sign up for events	
FACULTY HOST	Arrange Speaker's campus schedule and all meals	
FACULTY HOST	Request ProCard alcohol privileges for Dinner Host	
FACULTY HOST	Submit itemized receipts	
DEPARTMENT	Arrange Speaker Travel	- Arrange flights. Notify mara.baldwin@mso.umt.edu if Speaker is driving instead so she can reimburse Speaker for mileage with honorarium payment - Book lodging, preferably with Double Tree (no incidentals or food) Double Tree: jennifer.bann@missoulaedgewater.com Holiday Inn (if Double Tree is unavailable): jerry.frye@himissoula.com - Submit ProCard receipts to CBSDaccounting@mso.umt.edu for reconciliation
DEPARTMENT	Request ProCard alcohol privileges for Dinner Host	- Request ProCard alcohol privileges for the Dinner Host from PATH Desk - Refer to AY26-27 Entertainment and Alcohol approval Service Request ID:30490213
DEPARTMENT	Process ProCard expenses and share detailed receipts	- Redistribute ProCard charges and complete any JVs if applicable - Submit all ProCard receipts to CBSDaccounting@mso.umt.edu. Also include kate.primmer@mso.umt.edu if alcohol is included.
DEPARTMENT	Process reimbursements to UM employees if applicable	Assign Grizmart carts to Johanna Anderson for index approvals. Johanna will assign carts to Melissa Reimann if needed.
CBSD	Route Entertainment and Alcohol approval form	- Route a "blanket" form through Kent Sugden, Johanna, and Bruce Bowler - Provide a pdf copy and AY25-26 ticket #28646873 to all Department admins
CBSD	Seminar event light refreshments	- Arrange UM catering for all events: 2 gal coffee, 1.5 gal tea, 5 dz cookies - Forward invoices to CBSDaccounting@mso.umt.edu
CBSD	Grad Student luncheon	Order pizza and sodas for ALL Grad Student luncheons
CBSD	Send out announcements	Send weekly announcements to CBSD Email distribution list
CBSD	Invite Speaker to PaymentWorks	Invite Speaker to PaymentWorks for Honorarium processing.
CBSD	Honorarium and possible travel reimbursement (e.g. mileage)	Process honoraria (and travel reimbursement if applicable) for ALL Seminar Speakers after each event

Budget AY26-27 (Per Speaker)

Based on est. 24 Speakers for AY26

Index for Alcohol	MSN161 / UMF83J	Approver: kate.primmer@mso.umt.edu
Index for everything else	MRA028 / SEMNR	Approver: johanna.anderson@mso.umt.edu

Cost Item	Budget	Responsible party	Notes
Airfare	\$500	DEPARTMENT	This is a guideline. Full airfare will be covered. We realize that airfares into Missoula can be expensive, but as much as possible look for the best deal with respect to convenience and cost. If no airfare is required, please notify mara.baldwin@mso.umt.edu . Personal vehicle mileage will be covered at \$0.337/mile with honorarium payment.
Lodging (2 nights)	\$300	DEPARTMENT	Only approve room and tax (Parking @ Double Tree) – no incidentals or food . This is a guideline. Full lodging costs will be covered. We realize that are Special Events / Dates at higher costs, but as much as possible look for the best deal with respect to convenience and cost.
Breakfast	\$50	FACULTY HOST	One breakfast, ONE faculty member or Host & Speaker.
Dinner	\$200	FACULTY HOST	One dinner, up to THREE faculty members & Speaker.
Alcohol at dinner	\$100	FACULTY HOST	Up to \$100 will be reimbursed as funds are limited.
Event coffee & snacks	\$150	CBSD	CBDS will arrange for ALL Seminar events: UM catering: coffee, tea, cookies
Grad Student luncheon	\$150	CBSD	CBDS will arrange for ALL Seminar events: Pizza and sodas
Honorarium	\$250	CBSD	CBDS will process for ALL Seminar Speakers

Departmental contacts

Department	Admin Contact	ProCard Manager	Submit receipts to CBSDaccounting@mso.umt.edu AND:
BMED	Ashley Ochoa	Ashley Ochoa	Ashley.ochoa@mso.umt.edu
CBSD	Mara Baldwin Parker	Brittany Leggins	CBSDaccounting@mso.umt.edu
Chemistry	Sarah Colenso	Kate Primmer	kate.primmer@mso.umt.edu
DBS	Ruth Johnson	Ruth Johnson	DBSprocard@mso.umt.edu