

MBS Seminar Speaker Series Faculty Host Responsibilities

Breakfast	\$ 50	One breakfast, ONE faculty member or Host & speaker.
Dinner	\$ 200	One dinner, UP TO THREE faculty members & speaker.
Alcohol at dinner	\$ 100	Up to \$100 will be covered as funds are limited.

* CBSD will arrange lite refreshments for all Seminars and Graduate Student Luncheons.

Get Organized:

- ☐ When you invite a Speaker:
 - Work with brent.ryckman@mso.umt.edu to add speaker to MBS Seminar [schedule](#)
 - Provide department admin and mara.baldwin@mso.umt.edu speaker's contact information
- ☐ Contact your Department Admin so they can arrange your speaker's travel (airfare, lodging)
- ☐ **2 weeks before event:**
 - Provide mara.baldwin@mso.umt.edu title from the speaker so it can be added to the calendar and the announcements.
 - Confirm who will host the speaker dinner and contact your Department's Procard manager to request authorization for alcohol privileges *on that person's UM ProCard* so they can pay for both food and alcohol.
- ☐ **1 Week before event:**
 - Arrange the Itinerary for your speaker.
 - Links to google sheet sign-ups for meetings and meals will be posted on the [calendar](#) and in the email announcements
 - Faculty hosts are expected to recruit faculty to sign up for meetings / meals with Speaker, and to recruit students to attend and sign up for Graduate Student Lunch

Plan for Meals:

- ☐ Breakfast
 - Only **ONE** Faculty or Host with Speaker
 - Use UM ProCard
- ☐ Graduate Student Luncheon
 - CBSD will be placing pizza lunch orders for all MBS seminar events
 - Faculty Host must contact mara.baldwin@mso.umt.edu **NO LATER THAN 3:00 pm on the DAY BEFORE SEMINAR** if alternate lunch arrangements are needed
- ☐ Dinner:
 - Host Faculty member arranges this directly with speaker.
 - Only **THREE** UM people may be invited, one dinner per speaker.
 - Use UM ProCard for food and alcohol: remember to request alcohol privileges, see above
 - Submit **detailed receipts including tip** to you Department & CBSDaccounting@mso.umt.edu for processing. Credit card transaction detail receipt alone is not sufficient.
- ☐ If you were unable to pay for all meals with a UM Procard, submit all receipts to Department & CBSDaccounting@mso.umt.edu immediately after event for reimbursement processing.