Guidelines (Financial Matters) for Departmental Seminar Organisers and those hosting speakers - Easter Term 2025

The Department runs excellent seminar series and the efforts of the organisers are much appreciated. However, we do have to work within a budget provided specifically by the University for teaching purposes. Not only is there a need to comply with the University's financial regulations for the use of the funds but we should also maximise the number of speakers we can invite.

Details of the University's expense rates can be found Expense rates | Expenses Hub

These guidelines relate to the main Departmental Seminars. If speakers are coming as part of a collaboration as well as to give a seminar, grant funds should be used in the first instance if possible. For Junior/Kinder seminars see section* below.

Expenses
- Expenses must be claimed in the currency in which they are incurred.
- Do not convert currency on claim forms.
- Original receipts should be attached for each item claimed.
- Credit card receipts should be the itemised copy and not the total copy. Claim forms can be found either on the bench opposite the equipment room in Pav. C or online https://www.finance.admin.cam.ac.uk/finance-staff/accounts-payable/expense-claims/expense-forms

Reimbursement for speakers
- For speakers from abroad an International Payment Order will be arranged and payment made directly to their bank account in the relevant currency.
- Full details of the speaker's account must be supplied.
- UK residents are reimbursed by BACS for which claimants will need to provide a bank statement. It must show the individual's name, account number and sort code. All transactions and balance can be covered (redacted statement).

Travel
- The Department will pay for 2nd class rail travel for speakers from the UK and economy airfares for speakers travelling from Europe.
- We would request that, where possible, bookings be made in advance to minimise costs. If the full cost of travel is likely to exceed £300.00 please consult the Business Operations Manager.

Entertainment (dinners, lunches)
- Organisers can host speakers for lunch **OR** dinner and invite up to 5 colleagues (prioritising postdocs and students) from the Department to a meal outside of CMS. On the claim form please list names of guests in attendance. Any additional guests

must cover the cost of the meal themselves. Please try to avoid excessive cost where possible. Only itemised food bill will be reimbursed.

Accommodation

- The Department would not expect to cover overnight costs for speakers from the UK within 1-2 hours travel time to/from Cambridge. Requests for accommodation outside of these guidelines require the prior approval of the Business Operations Manager

- If possible speakers should be accommodated in college rooms. If a grant can be used to fund the entire stay of the speaker please use this otherwise the seminar budget will cover a **maximum** stay of two nights in a college room. Anything over should have the approval of the BOM in advance.

- Fellows can arrange college accommodation themselves and ask the college to invoice the Department or can claim reimbursement from the Department on production of their college account.

- Please note the seminar fund cannot cover accommodation for members of the speaker's family. It is also problematic charging these expenses to grants.   If speaker will be accompanied by members of their family they are respectfully requested to book and pay for their own accommodation and submit a reimbursement form with supporting documentation. The Department will reimburse the correct proportion of accommodation charges.

- If you need assistance with booking accommodation please contact Jayne Clough jc2431@cam.ac.uk or Julia Blackwell hodsec@dpmms.cam.ac.uk

Junior/Kinder Seminars*

- Only 2nd class rail travel for speakers will be covered for these seminars.

General

- Ensure details of seminars are posted on the relevant talks.cam list. http://www.talks.cam.ac.uk/ This is very important as claims for expenses are cross-checked against speakers listed on talks.cam