

KAVLI INSTITUTE FOR THEORETICAL PHYSICS

UNIVERSITY OF CALIFORNIA
SANTA BARBARA, CALIFORNIA 93106-4030
<http://www.kitp.ucsb.edu>

TELEPHONE: (805) 893-4111
TELEFAX: (805) 893-2431

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KITP Policies on Entertainment

KITP Colloquium Speakers:

1. *Speaker* – full dinner including alcohol up to a maximum of \$40.00 (per U.C. policy)
2. *Host* – full dinner including alcohol up to a maximum of \$40.00 (per U.C. policy)
3. *Accompanying Members* – One full dinner to be distributed over two people, i.e., one half for each. Other distribution to be arranged prior to dinner with Director or Deputy Director. Maximum amount to be charged is \$40.00

In all cases, receipts must be submitted to the KITP bookkeeper.

Program Seminar Speakers:

Entertainment for program seminar speakers is to be arranged prior to event with either the Director or the Deputy Director. Receipts must be submitted. Limit is same as for colloquia speaker (listed above).

Programs:

Your program budget for partial payment of expenses incurred in entertainment of program participants is provided in a separate memo. This includes any amounts spent to entertain speakers. All receipts (restaurant, grocery store, deli, liquor, etc.) must be submitted to the KITP bookkeeper along with the names of those attending event. Picnics to be approved on a case-by-case basis.

Other Entertaining:

P.I. Entertaining – to be arranged prior to event either with Director or Deputy Director. This includes any amounts spent to entertain speakers.

David Gross
Director

DG/ds

cc: Program Coordinators, Permanent Members, Colloquia & Seminar Chairs