

August 1, 2026

TO: CHEMISTRY DEPARTMENT FACULTY AND STAFF
FROM: ALAN F. HEYDUK, CHAIR
RE: ENTERTAINMENT REIMBURSEMENT POLICY

Chemistry reimbursement requests should be submitted [here](#) and within 30 days of the incurred expense. The following highlights the Department of Chemistry entertainment reimbursement policies for department-sponsored events. No reimbursements will be processed for any overages above the [UCI meal limits](#) for any event and all [campus policies](#) must be followed. Faculty hosts should discuss budget and planning with the Chemistry administrative team prior to finalizing agendas.

- **Department seminar or industrial recruiting visitors** – Including the host and the visitor, the Department will reimburse meal expenses for a **maximum of 5 participants**, for one lunch and one dinner, on department funds, up to the allowable maximums. No alcohol will be reimbursed for lunch. Please limit alcohol to 1 beverage per person for dinner.
- **Faculty recruitment visitors** – Program and agenda handled on a case-by-case basis. No alcohol will be reimbursed for lunch.

Department Meal Limits (includes applicable taxes and gratuity)

Lunch	\$40 per person
Dinner	\$80 per person

An itemized receipt and list of attendees is required for all reimbursement requests.

A faculty may prefer to host visitors or speakers in their home. As certain restrictions apply, please contact Trixy Talmon-Todd (ttalmon@uci.edu) for guidance before proceeding.

Please note that having family members attend meals is typically considered an exceptional activity and not approved on department funds for these cases. Thank you for your understanding and cooperation in this matter.



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