Colloquium Meal Policies

To celebrate all their hard work throughout the years, students are invited to enjoy a colloquium-funded meal with the speaker. Please complete the form below at least one week before your talk and submit it to Dr. Lizzy Trower for approval. Any plans not approved by colloquium committee before purchase may not be reimbursed.

The guidelines for Colloquium Talk Meals are as follows:

- The budget for Colloquium Talk meals is $75 (before tip and tax).
- Only meals for GEOL members (employees and students) will be reimbursed by Colloquium committee. As per CU policy, we are not permitted to pay for partners, family, or any other non-GEOL persons’ meals from Colloquium funds.
- All purchased items must be itemized (each item listed out) with the date, time, and vendor clearly listed on the receipt.
- Tips for food may not exceed 18%
- Colloquium committee will not reimburse any alcohol. Please ensure that any and all alcohol are on separate receipts from the food order.
- Food delivery services (e.g. Grubhub, Doordash, etc.) are allowed, and will be reimbursed (within the $75 pre-tip and pre-tax limit). Again, an itemized receipt is required.
- All meals must be held at a social-distancing appropriate setting, and must follow any and all mandates from CU Boulder, Boulder County, and the state of Colorado. Currently, all gatherings must be less than 10 people, with 6 feet of distance between each person (who do not belong to the same household). Be aware that this may change through the course of the semester.
- Since meals are funded by the GEOL department, please be respectful of all rules and regulations regarding social distancing, public conduct, etc.—you will be representing CU Boulder and the Department of Geological Sciences.

Reimbursement instructions:

Please submit the following to Marilynn after your meal:

- Attachment of clearly scanned ITEMIZED receipt
- Signed approval meal form
COLLOQUIUM TALK MEAL FORM

Colloquium Talk Speaker Name:________________________________________

Date and time of colloquium talk meal:________________________________________

In the space below, please briefly describe where the meal will take place and how you plan to implement appropriate social distancing measures.

Please list all individuals who will participate in your colloquium meal, and verify that they are a GEOL affiliate.

First Name       Last Name       Is this person an GEOL student/employee?