Area Dean’s Office Spending Guidelines
Updated: 7/8/15
Owner: FP&A

SEAS will provide discretionary funds to each of the functional areas of study in order to promote community building, foster a sense of learning within each area, and encourage collaboration within the SEAS academic community. Area Dean’s Office funds should be used for activities that can be directly related to the specific academic area, and should be within the appropriate spending guidelines. See below for more detail.

Allowable Expense Guidelines

- Community building events
- Symposium/Colloquium events (see below for further detail)
- Faculty Admin. Meeting Lunches
- Faculty Meetings (during lunch)
- Approved group club meetings/gatherings
- Community outreach
- Faculty mentorship lunches/events

Spending Guidelines:

- Lodging
  - Visiting speakers authorized to spend 2 nights when presenting; anything above two nights should be approved by the Area Director beforehand
  - Room rate allowance @ $300/night

- Meals
  - Breakfast: $20 per person, including tax and tip
  - Lunch: Up to $100, including tax and tip
  - Dinner: Up to $250, including tax and tip

- Travel
  - First-class travel is a non-reimbursable expense
  - Tickets should be pursued as early as possible in order to avoid last minute price gouging

If you have any questions regarding this policy or would like additional clarification on specific allowable/un-allowable expenses please contact SEAS Finance Office