

Hiring, Expenses, and Guest Speaker Requests

Email Sharon Dement at sharon.dement@unc.edu

and CC' Carolina Seminars at carolinaseminars@unc.edu

Hiring Assistants

1. Conveners must submit a hire form (<https://ubcai.unc.edu/appointment-form-2/>) to initiate the hire process.
 - a. The UBC office will contact you regarding next steps, which usually entails the assistant visiting the UBC office to complete necessary paperwork.
2. Changes to hire status – if any changes to the assistant's work status occurs during the course of the year, such as an early termination or extending the dates of their hire, you must submit an employee maintenance form (<https://ubcai.unc.edu/employee-maintenance-form/>)
 - a. On all forms, please be sure to include your seminar's title.
 - i. (Example: Carolina Seminars – The Seminar for History and Research).
3. Please print and keep copies of your hire requests.

*****NOTE: If you hired a seminar assistant during the previous academic year, you will need to re-hire them for this academic year*****

Expenses

P-Card Purchases

1. Please include your **SEMINAR TITLE** and/or other identifying information on receipts, invoices and supporting documentation.
2. After each use of P-Card for Seminar purchases, please **IMMEDIATELY** email Sharon Dement (sharon.dement@unc.edu) the following:
 - a. Cover sheet (attached) – must be signed by a UNC convener
 - b. Business Entertainment Expense Form (attached) – only if food was purchased
 - c. Receipt(s)
 - d. Event or meeting Agenda or Program
3. Please keep copies for your records.
4. Allowable purchases memo attached.

All receipts are due to Sharon Dement by the 15th of each month.

*****NOTE: If you use your department's affiliated P-card, please NOTIFY the person who reconciles the P-card expenses immediately to flag the purchases that were made for your Seminar. Otherwise, the expense will be charged against your department's chartfield.*****

Reimbursement Requests

1. Please submit each request IMMEDIATELY after EACH event.
2. Please include your SEMINAR TITLE and/or other identifying information on receipts, invoices and supporting documentation.
3. UNC Conveners must submit the following:
 - a. Cover sheet (attached) – must be signed by a UNC convener
 - b. Business Entertainment Expense Form (attached) – only if food was purchased
 - c. Original receipt(s)/invoice(s)
 - i. For reimbursement requests, must send ****original**** receipts/invoices and the forms listed above by Campus Mail to Sharon Dement, UBC Office, CB#3030.
 - d. Event or meeting Agenda or Program
4. Please keep copies for your records.

*****NOTE: If you are requesting a reimbursement, the cover letter must be signed by another authorized convener. If you are the sole convener, contact the Carolina Seminars office at carolinaseminars@unc.edu for an authorizing signature.*****

Guest Speakers

1. For **travel reimbursement only**, email the following paperwork **ASAP and BEFORE** they are scheduled to visit:
 - a. W9 – completed by visitor
 - b. Direct Deposit form with voided check – completed by visitor
 - c. OPI – completed by the department
2. For **honorarium** payments, email the following paperwork **ASAP and BEFORE** they are scheduled to visit:
 - a. [One-Day Speaker Form](#) (IC Checklist) – portions are completed by the visitor and parts by the department
 - i. For the IC checklist on page 3: if no background check is needed, in the description of service to be provided area please enter “background check not required because IC is not on campus for more than 10 calendar days and does not have access to sensitive populations, data, or facilities, along with providing brief explanation of service they will be providing”.
 - ii. Also, on page 5 of the IC checklist under Section 6: the Department name must be Carolina Seminars and Department number must be 521400 if Carolina Seminars budget is paying the honorarium. If you enter a different department here the approval will only be good for that department (not Carolina Seminars).
 - b. W9 – completed by visitor
 - c. Direct Deposit form with voided check – completed by visitor

d. OPI – completed by the department

*****NOTE: ICs are not permitted to begin work until **AFTER** the following paperwork is completed and approved.*****

Download the forms from here: <https://finance.unc.edu/departments/strategic-sourcing-payment/procurement/accounts-payable-travel-services/ap/guidelines-vendor-documentation/>

For all questions and concerns email: Sharon Dement at sharon.dement@unc.edu
and CC' Carolina Seminars at carolinaseminars@unc.edu