



## Hiring, Expenses, and Guest Speaker Requests

Email Macy Henry at [macyh@email.unc.edu](mailto:macyh@email.unc.edu)

and CC' Carolina Seminars at [carolinaseminars@unc.edu](mailto: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 Macy Henry ([macyh@email.unc.edu](mailto:macyh@email.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 Macy Henry ([macyh@email.unc.edu](mailto:macyh@email.unc.edu)) 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)
  - 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](mailto:carolinaseminars@unc.edu) for an authorizing signature.\*\*\***

### **Guest Speakers**

**(ALL PAPERWORK REQUIRED 30 DAYS PRIOR TO GUEST'S VISIT – IF NOT IT COULD RESULT IN GUEST PAYMENT BEING DENIED)**

1. For **travel reimbursement only**, email the following paperwork **ASAP and BEFORE** they are scheduled to visit:
  - a. OPI – completed by the department
  - b. guest's email address –Macy will use this to send the guest a link to UNC's supplier portal to add their tax and payment information.
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. OPI – completed by the department
- c. IC's email address –Macy will use this to send the guest a link link to UNC's supplier portal to add their tax and payment information.

**\*\*\*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: Macy Henry at [macyh@email.unc.edu](mailto:macyh@email.unc.edu) and CC' Carolina Seminars at [carolinaseminars@unc.edu](mailto:carolinaseminars@unc.edu)