Research Seminar Series Administrative Policy

A budget is established each year to cover costs associated with the Research Seminar series and the Consortium of Collaborative Governance (CCG). These funds are provided in order to host research seminars throughout the year in a variety of subjects of interest to the Evans School faculty. It is expected that the faculty coordinator will check the Evans School calendar to determine the best dates to ensure good faculty attendance and to avoid scheduling conflicts with other school-wide activities.

The budget is available to cover only the following costs:

- Airfare for invited seminar speaker at contract or better rates.
- Lodging (room and tax only at contract hotel for maximum two nights).
- Per diem for non-hosted meals up to 2 days.
- Ground transportation limited to taxi to and from the airport.
- Room rental for seminar in Parrington Hall.
- One Evans School faculty hosted dinner per visit with a maximum of two Evans School faculty at per diem rates. If faculty wish to include non-Evans School spouse, it is at their own expense.
- Coffee and light refreshments for seminars.

Questions regarding the Research Seminar Series should be directed to Kimberly Hay at kfs3903@uw.edu or 206-685-8983.