

## **Mellon Workshops Program Policies: 2003-2004**

The following pages contain the most important information needed for administering your workshop. We ask that you please read them carefully and use them as a reference throughout the year.

### **Workshop Program's Relationship to Courses**

There has been a trend among workshops in recent years to incorporate course-related components into the workshop format. We believe that this conflicts with the core goals of the Mellon Workshops Program to focus specifically on "realizing latent research agenda." Consequently, we have drafted the following policy reminder for all workshops on the relationship of the workshop program to teaching and curriculum development.

The core function of the Mellon Workshops Program is to serve as a venue of ongoing research between faculty and graduate students. Workshops may emerge from courses, and ideas for courses may arise from workshops, but they may not formally substitute for courses. It is essential that the workshops not function concurrently as extensions of graduate or undergraduate courses and that they remain open to any graduate student or faculty member who wishes to attend. Moreover, a workshop cannot count for course credit, nor can students be required to attend workshop meetings as credit for another course. Undergraduates may participate in workshops on an occasional basis, but given the focus on advanced research, we do not expect undergraduates to serve as core participants.

### **Workshop Funding**

Each approved workshop is allotted \$8,500 to spend for the 2003-2004 academic year (September – June). If a workshop is approved for a subsequent year, any unspent funds from a previous year will not carry over.

All workshop purchases and expenses must comply with Stanford and Mellon Foundation guidelines. It is not uncommon for workshop coordinators to request additional funds from their departments and programs to cover expenses that are outside of the parameters of the Mellon grant. You will find more on this topic in the sections specific to the various categories of expenses.

### **Per-Event Maximum Charges**

The maximum amount of Mellon funds you can spend on any single event is **1/3 of your total budget (\$2,833)**. Many workshops ask departments and programs to co-sponsor special events such as symposia and seminars in order to avoid depleting the workshop funds on one event.

## **Guidelines for Honoraria Payments**

The following guidelines for honoraria payments to guest speakers will be strictly enforced:

- No honoraria may be paid to Stanford faculty and employees
- Up to a \$200 honoraria may be paid to visiting speakers from the Bay Area
- Up to a \$300 honoraria may be paid to visiting speakers staying 1-2 nights.
- Up to a \$500 honoraria may be paid to visiting speakers staying more than 2 nights.
- Up to a \$700 honoraria may be paid to visiting speakers traveling from outside North America.

Of course, you are free to pay less than these figures, but if you wish to pay more, you will have to secure a contribution from a different source. We realize that some distinguished scholars may not wish to speak at a workshop event for the amount that we can offer. Therefore, if you wish to invite a speaker who is unwilling to come for the standard honorarium amount, you must raise additional funds from another source. You may also use the workshop faculty coordinator's research funds (given by the H&S Dean's office to support program) to supplement an honoraria payment.

## **Maximum Workshop Food Budget**

The maximum allocation for food is set at **\$1,000 for the year. You may spend up to \$300 on food per event.** (In response to requests from last year's participants, this limit has been increased from the 2002-03 amount by \$50.) This amount should be sufficient to allow you to create a welcoming and congenial atmosphere for workshop participants. However, we ask that you please plan carefully, as **the \$1,000 cap on total meal expenditures cannot be exceeded during the year.** Once it has been reached, the workshop coordinators are responsible for raising additional funds from deans, departments, programs, and/or other sources to cover food expenses.

## **No Alcohol or "Entertainment" on Mellon's Tab**

The Mellon Foundation specifically prohibits using this grant money for buying alcohol. So, any alcohol consumed at workshop functions has to be purchased with outside funds. Likewise, please tell speakers that obvious entertainment expenses (such as in-room movies, sports tickets, etc.) cannot be paid for with Mellon money.

If you plan to serve alcoholic beverages at workshop meeting/ event or order alcohol when dining out for a workshop function, and you wish to be reimbursed for the cost, you must get these expenses covered by another source. Please be prepared to provide the Mellon Workshops Program administrator with the account number and name of the approver for the alternate account.

Since all **tax and gratuity on alcohol purchases** likewise cannot be billed to the Mellon account, you can significantly expedite the reimbursement process by asking restaurants to put any alcohol charges on a separate receipt.

### **Maximum 15% Gratuity**

The Mellon Foundation will only reimburse/pay gratuity up to 15%. Again, if you exceed this amount and wish to be reimbursed, you must provide an alternative account to which the amount can be billed. However, the university enforces the same 15% gratuity policy, so if you are asking for supplemental funds from a department to cover gratuity, it is up to the department administrator's discretion as to whether or not you will be reimbursed for the amount that exceeds 15%. In other words, please do not assume that your department will cover the additional cost; the faculty coordinator's research funds are intended to cover excess workshop expenses, so you should consider using these funds instead.

### **Book Purchases**

We ask that you spend no more than a TOTAL of \$1000 on books for workshop participants throughout the year. Special requests to exceed this amount must be directed to the Mellon Workshops Program Coordinator for approval. The Mellon Foundation allows books to be purchased for distribution to workshop participants in preparation for discussion at a meeting, or for reference throughout the quarter. **Therefore, in order to be reimbursed for book expenses, workshop coordinators must be able to demonstrate that the books purchased were directly linked to a workshop activity.**

Many coordinators prefer to purchase books through **online distributors such as Barnes&Noble.com and Amazon.com** because they find the prices and availability to be competitive with those of the SU Bookstore. There are several things to note about buying books online. Although these companies do not charge sales tax on Internet purchases, Stanford University is required by law to pay sales tax on all acquisitions that are billed to an SU account. Therefore, please be aware that an additional sales tax fee (at 8.75%) will be deducted from the workshop account and appear on your monthly budget statement.

Additionally, be sure to submit complete documentation (invoices) for reimbursement – Please see the following note on “Electronic Receipts.”

### **Electronic Receipts**

The Travel and Reimbursement Department strictly enforces the requirement that all documentation (invoices) submitted for reimbursement of online purchases, e.g. book purchases and travel services, must clearly state the amount 'paid in full' by the customer, rather than an order confirmation that only states the 'amount due.' To avoid delays in processing your reimbursement, be sure to submit the receipt that contains the complete payment information for the purchase, including explicit reference to the payment type. If you think that the invoice might be ambiguous in this sense, please include a copy of your credit card statement that verifies the purchase.

### **Workshop Financial Administration – Including Outside Funds**

We prefer that the Humanities Center manage all financial aspects of the workshops, including administering outside funds from other university sources. This not only allows us to accurately track your workshop's expenses, but it also simplifies the reimbursement process tremendously. In addition, it prevents department administrators from being burdened with financial tasks related to the workshops. Department administrators are a great source of advice about financial matters, but they really shouldn't be asked to do work for the Mellon Workshops.

The only exceptions are transactions made with department "p-cards" ("purchasing cards"), since the Humanities Center does not have a p-card for workshop coordinators to use. While some departments allow workshop coordinators to use a department p-card, they are not obligated to do so, and it should be regarded as a courtesy.

If you are given permission to use your department's p-card, the department administrator will work with the Mellon administrator to transfer p-card expenses to the appropriate workshop account. For this reason, all of the Mellon guidelines regarding spending still apply to p-card purchases.

### **No Carry-Over Funds**

At previously stated, Mellon funds cannot be carried over from year to year. Workshop expenses will be processed until July 1, 2004 (all receipts must be turned in by this date). Unused funds are put back into the main workshop account.

### **Accounting View-Access for Department Administrators**

We will make sure that home department administrators have view access to workshop accounts, so they can monitor workshop spending if they wish. We will also send monthly budget updates to coordinators via email; please let us know if you would also like us to cc your department administrator on these.

### **Regular Meeting Schedules**

Mellon Workshops are required to meet regularly (i.e. at least four times a quarter).

### **Open Access to Workshops**

In the spirit of encouraging access and participation, workshops must be open to all Stanford graduate students and faculty, within reasonable limits of size. We ask you not to restrict active participation below twenty-five members.

### **Publicity Requirements**

Publicized workshop events should use the following statement on their announcements: “This event is sponsored by the Stanford Humanities Center and funded by a grant from the Mellon Foundation.” Workshops should consistently note that they are part of the: Stanford Humanities Center / Mellon Foundation Graduate Research Workshops Program.

### **Reporting Requirements**

In Spring Quarter, each workshop must provide a short End-of-Year Report and coordinate the completion of Workshop Participant Evaluations. Workshops are also required to turn in meeting schedules at the beginning of each quarter, and keep the workshop program administrator at the Humanities Center apprised of any schedule changes. Workshops must also turn in two membership lists of workshop participants: one at the beginning and one at the end of the academic year.

### **Distributing the workshop schedule of meetings**

Why is it so critical that the workshop program administrator have your workshop’s most up to date schedule? Many workshop coordinators do not realize that the program administrator cannot request a reimbursement without all of the information related to the event for which the expense was incurred. The Stanford Travel & Reimbursement office WILL NOT process reimbursements related to any workshop meeting or event without the date, place and title of the meeting. The more information that you provide on your meetings, the less likely a reimbursement is to get blocked by Travel & Reimbursement.

In addition, the workshop program administrator posts the quarterly schedule of workshop meetings on the Mellon Workshops web page on the SHC website. Many graduate students and professors use the web to find out the location, topic, and time of workshop meetings. By making this information readily available on the Internet, we encourage open access to workshop meetings.

### **Will Call & FedEx fees for Reimbursement Checks**

It is our standard practice to process all Travel & Reimbursement check reimbursements for workshop guest speakers via “will call.” “Will call” processing provides rush processing of checks and allows for pickup within 2-3 business days, verses the standard processing time of 6 weeks in which the Travel & Reimbursement Department mails the check directly from their office (and as stated in the attached *memo*, the implementation of the Oracle financial system means even further delays in processing checks). Not only does “will call” expedite the processing of reimbursements, it also allows the workshop program administrator to most accurately track the mailing of checks to guest speakers.

The Travel & Reimbursement Department charges a \$10 fee for “will call” processing, and this expense is charged to the workshop’s account. Therefore, if you prefer to use standard

processing rather than “will call” in order to avoid these expenses, please let the workshop program administrator know this immediately.

It is important to note that “will call” processing is always used to process checks for foreign visitors if the visitor’s check must be mailed out of the country. When mailing a reimbursement or honorarium check outside of the United States, we use FedEx services to ensure the safe arrival of the check and to provide a system for tracking the shipment.

**\*The cost of FedEx shipments is also passed on to the workshop account as part of the expense of bringing in a foreign visitor.**