



Seminar Hosting Guidelines

Members of the Department of Art History frequently host external visitors who offer seminars to our faculty, staff, and students (as well as members of the broader community). This document is intended to provide some overall guidance around the hosting process. Any exceptions to the following must be requested by the faculty host prior to the visit for approval by the Chair.

Costs

- Some seminars are part of a series within the department (e.g., the Peter H. Brieger Memorial Lecture Series), while others are ad hoc seminars developed by host faculty. Charges should be borne by the appropriate cost centre (i.e., the program hosting the talk or the discretionary account of the faculty host). When in doubt, please contact the [Business Officer](#) for clarification.
- **Honoraria:** Honoraria for guest speakers are not mandatory and are at the discretion of the host faculty.
 - The honorarium, if offered, will be paid by the discretionary account of the faculty host.
 - The honorarium should be quoted in Canadian dollars, not USD or other currency.
 - For Canadian and Non-Canadian Residents (paid in CDN\$):
 - These payments are considered T4A income (no income tax deducted at source), thus it will be processed on the University payroll system. At year end, the University will issue a T4A tax form for residents and a T4A NR for non-residents.
 - For Non-Canadian Residents, honorarium payments are subject to a 15% withholding tax as required by the Canadian government (unless a Regulation 105 tax waiver is obtained from Revenue Canada).
 - Further details on honoraria may be discussed with the department's [Business Officer](#).

Room Reservations

- The Visual Resources Curator can assist with securing space for seminars on St. George Campus.
- Detailed guidelines on arranging room reservations for seminars can be found on the Department of Art History website.

Travel

- Travel arrangements for speakers, if necessary, should generally be made by the host faculty or by the guest speakers themselves. All travel expenses must comply with the University's Travel and Other Reimbursable Expenses Policies and Guidelines.¹
- The normal travel cost which will be supported is a return economy airfare. The least expensive economy class ticket is booked as far in advance of departure as possible to ensure the best possible rate is obtained.
- Seat upgrades are typically not eligible. If a first/business class or premium economy seat is requested, only the cost of the least expensive economy class ticket will be covered by the University's cost centre. The guest speaker will be responsible for covering the difference in ticket cost.
- Moderate costs incurred travelling between the airport, train station, hotel, and/or campus venue(s) will be covered. Speakers will be reimbursed for their own ground transportation and meals after they have visited.

Accommodation

- Housing for guest speakers will be arranged by the host faculty or the guest speaker.
- Many hotels offer a reduced rate for CAUBO/ACPAU (Canadian Association of University Business Officers) member universities and colleges throughout Canada. Please check the website for current rates and how to book accommodation using the preferred rates: <https://www.caubo.ca/discover-caubo/member-discounts/hotels/>
- Bookings may also be made with the University of Toronto Travel Centre (<http://www.universitytravel.ca/>) as U of T maintains a corporate rate structure with many hotels throughout Canada and the United States.
- The Department of Art History has standing agreements for direct billing with various downtown Toronto hotels. Please contact the Chair's Office to inquire about these locations and the rates offered. Hotel stays are directly billed to the host faculty's cost centre and cover room and tax only.
- Please do not make and pay for hotel reservations for guests in advance. Hotel reservations paid for in advance can only be reimbursed after the event.
- In-hotel expenses: The speaker will have to pay in-hotel expenses on check-out and submit receipts for reimbursement; however, telephone use or other personal expenses will not be reimbursed.

Catering/Refreshments

- The provision is that refreshments at the seminar are up to the host. We recommend the use of the campus catering service when light refreshments are required.

¹ <https://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#airrailtravel>

Email Announcements & Website Updates

- Announcements may be sent to the [Chair's Office](#) and/or the [Visual Resources Curator](#) for distribution to the departmental listservs.
- The Chair's Office and Visual Resource Curator will also post any upcoming seminars to the department's online event calendar.

Hospitality/Meal Allowance

- Any meal expenses incurred solely by the speaker during their stay or in transit should be reimbursed separately.
- **Meals:** Host faculty may request reimbursement through their discretionary account for meals taken with the guest speaker following the University's Policy on Meals:²
 - original restaurant receipts are required for reimbursement of actual expenses (e.g., detailed restaurant bill)
 - the credit card receipt may be used to substantiate the restaurant gratuity
 - the most senior U of T employee attending should pay for the meal
 - the names of the individuals in attendance must be indicated on the claim
- **Alcohol Expenses:** The department recognizes moderate alcohol consumption is part of conventional hospitality practices; however, as a public funded educational institution the reimbursement of alcohol will be restricted as per the following guidelines:
 - Reimbursement for alcoholic beverages will be based on a maximum of one (1) drink per person.
 - A minimum of two attendees must be present.
 - Incurred expenses should be paid for by the most senior University of Toronto person in attendance.³

Reimbursement Process

- Requests for reimbursement should only be submitted after the event.
- Complete the [Personal Expense Reimbursement form](#).
- Sign the form as claimant and submit to the appropriate authority for approval, along with the original receipts, itemized receipts if necessary.
- Credit card statements may be required in cases where proof of payment has not been provided.
- Once approved by the appropriate authority, the documentation will be forwarded to the department's Business Officer for processing.
- After the reimbursement has been entered into the system you will receive a cheque within 2–4 weeks.
Note: A cheque will be delivered to the address indicated on the reimbursement form. Direct deposit will be arranged for active employees who are on the U of T payroll system.

² <http://finance.utoronto.ca/?p=1165#meals>

³ <http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#hospitality>