FINANCIAL AND PROCEDURAL GUIDELINES
Arts, Sciences & Engineering Diversity Fund – 2015-2016

The Deans of the School of Arts and Sciences and the School of Engineering have established the following financial and procedural guidelines for the AS&E Diversity Fund. In some cases, the guidelines are clarifications of already-existing Tufts University policies. Questions and correspondence about these guidelines should be directed to asediversityfund@tufts.edu to the attention of Jillian Dubman, Secretary of the Faculty for AS&E.

FINANCIAL GUIDELINES
In order to support multiple high-quality events, the AS&E Diversity Fund has established some general guidelines:

CO-SPONSORS:
Contributions from co-sponsors are strongly encouraged for all events. The most successful Applications will include co-sponsors who have committed fund or in-kind support.

HONORARIA:
Honoraria for outside speakers and performers can vary widely. A speaker for a single class generally is paid less than one for a community-wide audience; a faculty member from another institution is generally paid less for speaking to academic colleagues than for giving a general public lecture; a speaker/performer with a national reputation often has a higher standard fee than someone who is less well known. The following guidelines should be kept in mind:

(1) University policy states that a full-time faculty or staff member whose primary employment is at Tufts University may not be paid an honorarium for giving a talk or presentation at Tufts.
(2) People are strongly encouraged to ascertain the standard fee of the proposed speaker/performer and to document that they have worked on negotiating that fee whenever appropriate. People are also strongly encouraged to organize an event so that the speaker/performer does more than give one public lecture, and is available for additional activities such as meeting with students in a small-group setting, attending a dinner or reception, etc.
(3) As a general rule, if a speaker has a regular academic appointment, $500 is the maximum honorarium for an activity (speech, meeting with faculty group, etc.).

MEALS:
Diversity Fund monies will pay for catered receptions, dinners, etc. that are part of the program being funded. While efforts should be made to keep the cost of these events to a reasonable level, the price will vary depending on the nature of the event. In addition, Diversity Fund grants will pay for small groups to go out for a meal with the invited speaker, within the following limits:

(1) LUNCH: maximum of $20/person, maximum of 5 people plus speaker.
(2) DINNER: maximum of $60/person, maximum of 5 people plus speaker.

TRAVEL AND HOTEL:
Travel and hotel arrangements should be made according to University “Travel Policy and Procedures.” See the Tufts website at: http://finance.tufts.edu/acccpay/travel-policies-procedures/
PROCEDURAL GUIDELINES

FINANCIAL PROCESSING:
All expenses and supporting documentation associated with your program/event must be submitted to the attention of Jillian Dubman, Office of the Secretary of the Faculty at 120 Ballou Hall or asediversityfund@tufts.edu. This includes Interdepartmental Requisitions, Consultant Payment forms, Travel Authorization/Advance/Expense Report forms, etc. In addition, if there are purchases made on a Tufts purchasing or travel card, please add Jillian Dubman to your purchasing or travel card profile for the expense. We will then fill in the Diversity Fund DeptID and approve the expense. Student organizations should contact Annie Wong (Annie.Wong@tufts.edu; 617-627-4112) of the Office of Campus Life for help with these financial procedures.

Please see the list below for how to process various types of financial transactions.

<table>
<thead>
<tr>
<th>Types of Transactions</th>
<th>How to Proceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Transfers forms</td>
<td>WILL NOT BE ACCEPTED</td>
</tr>
<tr>
<td>IDR for internal services at Tufts University</td>
<td>Forward to our office for processing</td>
</tr>
<tr>
<td>Check vouchers and accompanying paperwork</td>
<td>Forward to our office for processing</td>
</tr>
<tr>
<td>Purchase card and Travel card transactions</td>
<td>Add Jillian Dubman to P-Card/T-Card profile; contact Susan Gibson for instructions <a href="mailto:susan.gibson@tufts.edu">susan.gibson@tufts.edu</a></td>
</tr>
<tr>
<td>Electronic requisitions</td>
<td>Add Jillian Dubman as Ad hoc approver</td>
</tr>
<tr>
<td>Expense reimbursements</td>
<td>Add Jillian Dubman as Ad hoc approver</td>
</tr>
</tbody>
</table>

Please note, the fund is no longer processing cost-transfers and will not accept expense transfer forms requesting transfer of Diversity Fund monies to a DeptID.

When submitting expenses to our office, please be sure to include the name and contact information of the person in your office who will be responsible for assisting in the processing of your financial transactions.

CONTACTING FACULTY:
If your program is open to the Tufts community, you should contact faculty who are teaching courses that relate to the topic and ask them to invite their students to attend. Over many years, this has been found to be the most reliable way to build an audience for an event. We know that it does not feel good to put a lot of work into organizing a program only to have it poorly attended! In addition, you will be asked to include a list of the faculty whom you contacted when you submit your Report on the program (see below).

ADVERTISING:
In your advertising, please acknowledge the AS&E Diversity Fund as a sponsor. Also, please note that we have a centralized calendar for events at Tufts! All events that receive support from the AS&E Diversity Fund MUST be posted on this calendar, so please don’t forget to submit your event to the Tufts Events Calendar, at http://events.tufts.edu.

REPORT:
After your event/program, please complete a Report Form (please see the attached form) summarizing the event/program and send to Jillian Dubman at asediversityfund@tufts.edu. This report must be submitted no later than one month after your activity has ended.

AS&E DIVERSITY FUND/2015-2016 Diversity Fund Guidelines