

## Guidelines for Working Groups

### Administrative Liaison

Each group must have at least one administrative liaison.

### Scheduling of Meetings

We recommend that meetings be held on the UCLA campus whenever possible. Working groups are responsible for arranging their own meeting spaces and we recommend organizers first attempt to utilize a space within their home departments.

### Allowable Support for Working Group Meetings

We are able to reimburse the following costs related to working groups:

- Light refreshments for meetings – maximum of \$50 per meeting (Please note the total cannot exceed \$22 per person per UCLA policy limit).
- Non-UCLA speakers (local speakers preferred) – approval for travel expenses MUST be approved in advance by Bronwen Wilson, Director. Please submit proposals for any speakers and expenses to Bronwen and Jeanette LaVere, Interim Manager of Programs & Development (see contact info below).
- Any other expenses MUST be approved in advance. Please contact Bronwen and Jeanette with any questions.

### Procedures for reimbursements:

- Please fill out the Working Groups Reimbursement Request Form
  - You MUST include purpose of the expense, date, location, name of event and list of attendees with their positions/affiliations.
- Submit above form with itemized receipts to Myrna Ortiz via email within 21 days of purchase and no later than 3 weeks after the end of the quarter in which the event took place.
- Please be aware that reimbursements may take 4 weeks or longer to be paid.

### CONTACT INFO

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