

## **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 that 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).
- Local, non-UCLA speakers – approval for honorarium, travel, or other expenses MUST be approved in advance by Bronwen Wilson, Director. Please submit proposals for any speakers and expenses to Jeanette LaVere, Manager of Programs & Development (see contact info below).
- Any other expenses MUST be approved in advance. Please contact 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 [finance.c1718cs@humnet.ucla.edu](mailto:finance.c1718cs@humnet.ucla.edu) 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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