

## FY27 ECE Colloquium Worktag Approval

**From:** Aleesha Wiest

**Department Name:** Electrical & Computer Engineering

**Effective dates of approval:** July 1, 2026 – June 30, 2027

**Re:** Blanket Approval for ECE Colloquium Expenses

I, as the department administrator, am providing a blanket approval for ECE Colloquium costs for the Fiscal Year 2026 on the following worktags:

**CC103212 + RS100081 + PG101827 + AC105542**

On rare occasions the department discretionary worktag: **GF120957** is approved to cover the following:

- Over per diem and alcohol during faculty host meals
- Ride Share upgrades (I.e. reduced wait time, Uber XL, "Comfort Rides")

This approval includes the following:

- Colloquium Guest Travel, Lodging, and meal per diem
- Faculty reimbursements for hosting meals with the guest speaker
- On rare occasions over per diem and alcohol during faculty host meals may be charged to the department discretionary worktag: **GF120957**



---

Signature