

Mechanical Engineering, University of California at Berkeley Faculty Club and Women's Faculty Club Accounts Policy

Effective 1 July 2007 Mechanical Engineering faculty will no longer be able to charge entertainment expenses to the ME Departmental Faculty Club (FC) and Women's Faculty Club (WFC) accounts. The ME Department FC and WFC accounts are to be used solely for departmental business which is limited to events hosted by the Chair, Vice Chairs, group seminar lunches/dinners, and events supporting faculty recruitment. Requests for other events must receive prior approval from the Department Chair. A form for requesting prior approval is available on the ME website.

Both the Faculty Club and Women's Faculty Club have been instructed to accept reservations on our club accounts only from Yawo Akpawu, Maria Aranas and Nelle Neighbor-Alonzo. If none of these individuals are available, Judy Sykes can assist you.

Faculty who wish to host events in connection with their research, ORU-related functions, or other visitors are strongly encouraged to open personal FC/WFC account(s); the ME Departmental FC/WFC accounts are no longer available for this purpose. The Faculty Club application is available at <http://www.berkeleyfacultyclub.com/membership> and the Women's Faculty Club application is available at <http://www.womensfacultyclub.com/membership>. Those faculty wishing to use a department managed fund to pay for a FC/WFC charge need to complete a request for reimbursement, provide a list of the attendees and a copy of their personal club statement to the Business Office for direct payment or reimbursement of a previously paid charge.

Dining Reservations

To make a FC/WFC dining hall reservation for an approved event and charge it to a ME account, faculty must fill out and sign a ME Faculty/Women's Faculty Club Event Request Form which may be obtained from one of the individuals listed above who are authorized to make department club reservations. The request must be submitted a minimum of five (5) business days prior to the event; last minute requests will not be processed. A copy of the form is also on the ME website.

A ME faculty member or senior staff member must attend the event, and that individual must sign the bill as the event's "host". Students or visiting scholars are not allowed to sign for meals as the event "host".

Hotel Reservations

FC/WFC hotel reservations can be made only by the specified department representatives. Requests for FC/WFC hotel reservations must be received in writing, five (5) business days prior to the date lodging is needed. Last minute requests will not be processed. The same form used for dining reservations may be used for lodging requests.