

Guidelines for hosting and representation at CAS

These guidelines are for hosting, representation, and catering for conferences and other events. All expenses related to all events covered by CAS, within or outside of office hours and hosted in venues at or outside of the Centre, must adhere to these guidelines.

The indicated rates are valid as of 1 January 2024.

1. Hosting

Events	Rate	Comment
Events with no catering	NOK 700, -	Maximum daily rate for refund of expenses for food and beverages during events with no catering.
Events 3 hours or less	NOK 340, -	Breaks: Coffee, tea, fruits, and baked goods.
Events longer than 3 hours	NOK 760, -	Breaks + 1 meal.
All-day event with need to serve two meals	NOK 1 100, -	F. ex. Breakfast + lunch + breaks.

Dinner in connection with events is not included in the rates above. Use the rate presented in section 2 in addition.

2. Representation and dinner

Expenses for representation includes expenses for catering for stand-alone lunches, dinners, banquettes, or other kind of feasts, as well as receptions, excursions, etc.

Representation	Rate	Comment
Reception	NOK 700, -	Finger food and beverages.
Normal rate for lunch/dinner	NOK 750, -	“Everyday rate” for restaurant visits as social activity for the members of the project.
Increased rate	Max. NOK 2 100, -	An increased rate can be requested for dinners in connection with events or for special occasions. Commonly, a rate between NOK 750, - and NOK 2 100, - is agreed upon.

3. Serving of alcohol

Alcoholic beverages are only covered when served with food.

Alcoholic beverages can only amount to NOK 300, - of the total rate stated in section 2 (NOK 650, - of max. increased rate).

At least one non-alcoholic alternative must be served during events covered by CAS.

4. Guidelines

- a. CAS can only cover hospitality expenses for fellows and academic guests/colleagues, or event participants.

Family members/significant others who do not participate academically must cover their own expenses for catering.

On special occasions, exceptions can be made, but this must be approved by CAS in advance.

- b. There are no specified restrictions for when food can be served – each case is individually assessed with PI.

- c. The hospitality rates in section 1 and 2 do not include the rent of venue. These expenses may be covered additionally.

If the venues offer day packages or full-board, these rates must be assessed for each individual event, and must be approved by CAS in advance.

- d. For events where (in exceptional cases) meals, for practical reasons, cannot be had in canteens, meal rooms, meeting rooms or similar, but external hosting establishments must be used, the rates can be increased by a maximum of 50 %.

- e. During events lasting several days, CAS usually only approve the use of increased rate for one dinner. Other dinners must adhere to the normal rate.

- f. Use of increased rate must be approved by CAS in advance on each occasion.

The full increased rate can only be used for very special events with a certain formality, and when hosting high-level guests.

- g. During events at CAS with catering, the administration will only be able to assist with catering within office hours. Outside of office hours or at weekends, the PI will be responsible for receiving deliveries and catering for events.

- h. Alcoholic beverages for events held at CAS or the Academy are purchased from Vinmonopolet. The order must be placed no later than 2 weeks before the event to ensure delivery on time. CAS will make the order according to the PI's specifications.

All wine left over after an event will be allotted CAS.

- i. When dining at restaurants, the PI, or their assistant, must make the table reservation. CAS will set up invoicing with the restaurant once the reservation has been confirmed.

The PI should be the one to sign the receipt at the end of the restaurant visit. The PI must ensure that the costs of the visit comply with the pre-agreed rate.

If, for some reason, it is necessary for another person than the PI to sign the receipt, this must be approved by CAS in advance.

- j. Costs for restaurant visits will only be reimbursed if the restaurant cannot issue an invoice to CAS directly. Potential reimbursements for restaurant visits must be approved by CAS ahead of the visit.

- k. Tips should not be paid at the expense of CAS.

The only exception is for hosting and receptions in countries where modest tips or fixed additional charges are common standard. Payment for tips must be approved by CAS in advance.

- l. The rates in section 2 and 3 also apply to social gatherings in your own home. Expenses for these gatherings must be approved by CAS in advance.

- m. When representing, if the programme includes a cultural element, e.g., concert, theatre performance, or sports event, this can be covered additionally.

The same goes for expenses for flowers, rent of equipment, cloakroom fees, etc.

All additional expenses must be approved by CAS in advance.

- n. If rates are exceeded and/or guidelines are breached, the PI and potential participants will have to cover the extra costs privately.

In cases where the expense has been paid by an individual and a reimbursement request has been issued to CAS, we will only refund the rate agreed upon in advance.

In cases where the expense has been invoiced, CAS can request that the incurred extra costs be reimbursed from the PI.