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Cc: [James Porter](#); [Rick Jellen](#); [Michael Barnes](#); [Douglas Belliston](#)
Bcc: [Russell Nielson](#)
Subject: University Meals & Hosting policy clarifications
Date: Thursday, September 03, 2015 5:02:00 PM
Attachments: [LFSCI Addendum to Hosting Meals policy updated Mar112015.pdf](#)
[University Implementing procedures for the meals and hosting policy Aug252015.pdf](#)
[University Meals hosting policy Aug 11 2008 Aug2015 download.pdf](#)

Recently questions have come up regarding the University Meals and Hosting Policy and the correlating procedural document. For reference purposes I have also attached three documents: 1) University Meals hosting policy August 11, 2008, 2) University Implementing procedures for the meals and hosting policy August 25, 2015, 3) LFSCI Addendum to Hosting Meals policy updated March 11, 2015. In trying to seek understanding, I visited with Doug Belliston, the University Controller and he has helped to clarify some of the concerns as noted below in the following 4 points:

1. The Meals and Hosting Policy first paragraph states:

"University personnel are responsible for providing their own meals and snacks during the work day. However, university funds may be used for business meals when a meal is necessary to conduct university business; that is, without the meal, university business could not have been reasonably carried out."

Clarification: If it is determined that infrequent meals and snacks are needed then adequate documentation is to be provided which lists the detailed business purpose identifying what was purchased, why it is needed, and list the names of those who consumed the food. Refer to the implementing procedures for listing the names of those served. Snacks are interpreted as candy, cookies, fruit, donuts, soda, bottled water, etc.

2. The Meals and Hosting Policy second paragraph states:

"The university provides an annual dinner for full-time and non-student part-time personnel, retirees, spouses of deceased personnel, and a guest for each attendee. Guidelines for the annual dinner are found in the implementing procedures."

Clarification: In September 2015 the words "an annual dinner" were clarified by the Academic Vice President, in that it is appropriate for a College and for a Department to hold (1) annual dinner in the same calendar year. It is not appropriate for a department to hold more than (1) annual dinner in the same calendar year.

3. The Meals and Hosting Policy third paragraph states:

"It is not appropriate for departments to use university funds to purchase gifts or refreshments for individual recognition, including: farewell or retirement parties (except as provided in the Retirement Policy), resignations or terminations, birthdays, births or weddings, boss or secretary remembrances, and class parties. Meals that include students should have the dean or director's approval."

Clarification: Meals (non-snacks) which include students that are not in "Travel" status are

to be pre-approved by the Dean prior to the meal being served. This request is to be submitted via email to the Dean and is to include the following 5 points:

- 1) A description of the business purpose, listing the reasons why it is important to feed the student(s).
- 2) Estimated # of students that will participate in the meal.
- 3) Indicate when the meal(s) will be served.
- 4) Anticipated vendor of who will be providing the meal and what will be served.
- 5) Estimated total cost of the meal.

The Dean's confirmation email back will indicate the written pre-approval and is to be attached with the documentation receipts when completing the expense claim for the student meals. For students that are in "Travel" status, refer to the University Student Travel Policy.

4. The Meals and Hosting Policy – Implementing Procedures final paragraph states:
"The current allowable rate for the approved annual employee dinner is \$19.75 (2015 rate) per **planned attendee** including meals, decorations, entertainment, etc. Any excess must be paid by the individual participants."

Clarification: The term "planned attendee" is the number of guests that are invited and not the ones that have specifically R.S.V.P.'d back.

Thank you for your willingness to ensure that we as a College are following the policies and procedures which are in place to help safeguard the Universities assets. I appreciate your careful and wise planning as you administer the sacred University funds within your areas. I invite you to contact me if you would like to visit further regarding the above clarifications.

Thank you.

Russ

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