

Brigham Young University - College of Life Sciences

Student Meal Approval Procedures

Contacts:

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The [University Meals and Hosting Policy](#) states that meals (not snacks) that include students and are paid for using university funds require the dean's approval. Rather than approving each individual event, this procedure outlines the guidelines and principles under which events are pre-approved, and those events that require a separate, individual approval.

APPROVED STUDENT MEALS

The dean has pre-approved meals that include students if the associated event meets all the following conditions. The event must:

1. Be aligned with the [Mission of the University](#) and of the College of Life Sciences [Vision, Mission, and Values](#).
2. Have a clear purpose tied to strengthening the student, with a brief, but complete, description of the business purpose and participants in the expense report as required by the [University Meals & Hosting Procedures](#).
3. Have a reasonable and prudent cost that is consistent with college [Meals and Hosting Spending Limits](#) Option A, with care taken to avoid extravagance in either fact or appearance.

SEPARATE APPROVAL REQUIRED

Any proposed event that does not fit within these guidelines, including if cost per person exceeds Option A of the college [Meals and Hosting Spending Limits](#), requires prior written approval from the dean. Please provide an email to the college controller with details of the event and an explanation of why an exception is being requested. The controller will facilitate the feedback and approval process with the dean.

This College of Life Sciences procedure is implemented as a supplement to and in accordance with the following university policies and procedures:

- [Meals and Hosting Policy](#)
- [Meals and Hosting Procedure](#)
- [Catering and Food Distribution Policy](#)