University Meals and Hosting Policy Clarification

Contact:
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The Meals and Hosting Policy first and second paragraphs state:

“University funds may be used for business meals when a meal is necessary to conduct university business. Meals that include students should have the dean or director’s approval.”

“Business meals must be properly documented (participant names and relationship to the university, business purpose for the meal, date, and receipts detailing the expenses claimed.”

Clarification of 1st paragraph: Business meals should be “necessary” which means that without the meal, university business could not have been reasonably carried out. Adequate documentation is to be provided.

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 in response 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.

Snacks are interpreted as candy, cookies, fruit, donuts, soda, juice, etc.
Brigham Young University - College of Life Sciences

- **The Meals and Hosting Policy third 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 person invited. 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 the 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.

- **The Meals and Hosting Policy final paragraph states:**
  
  “Business meals catered or hosted on campus should comply with the Catering and Food Distribution Policy.”

- **The Meals and Hosting Policy – Implementing Procedures final paragraph states:**
  
  “The current allowable rate for the approved annual employee dinner is $20.50 for 2017 and $20.75 for 2018, 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.