

Brigham Young University - College of Life Sciences

Addendum to the University Meals and Hosting Policy

Contact:

Assistant Dean / Controller
 Russell_Nielson@byu.edu
 801-422-6788
 5005 LSB

- In addition to the University Meals and Hosting Policy and Implementing Procedures, the Deans and Department Chair of the College of Life Sciences have approved the below procedural addendum to be effective October 1, 2022.
- When hosting prospective faculty, honored guests, seminar speakers, visiting scholars, and others on behalf of the University in the Provo area, the approved amount to spend would be according to the following meal per diem options:

| Meal | Option A | Option B | Option C |
|--------------|-------------------------------|---|---|
| | Baseline: Provo meal per diem | 30% increase above baseline requires Dept. Chair written approval if greater than Option A and less than or equal to: | 50% increase above baseline requires Dept. Chair and Deans written approval if greater than Option B and less than or equal to: |
| Breakfast | \$ 14 | \$ 18 | \$ 21 |
| Lunch | \$ 16 | \$ 21 | \$ 24 |
| Dinner | \$ 29 | \$ 38 | \$ 44 |
| Incidentals | \$ 5 | \$ 7 | \$ 8 |
| Total | \$ 64 | \$ 84 | \$ 97 |

- The above table for the Provo area per diem excludes taxes and tips. When hosting someone outside of the Provo area or when in travel status, the amount is limited to the University per diem, including taxes and tips, as listed for that location online at the Purchasing and Travel web page.
- It is encouraged when hosting others to limit the size of the group to be 5 or 6 including spouses. Remember the principle of the widow's mite and that any funds used to host someone are University funds regardless of the source.