

Brigham Young University - College of Life Sciences

University Meals and Hosting – Frequently Asked Questions (FAQ)

Contact:

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1. In the Meals and Hosting Policy first paragraph, stated below, what is meant by the term “necessary”?

“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 (or their delegate’s) approval.”

- ❖ **Answer:** Meetings with meals over the meal periods are understood to **occasionally** be necessary to conduct business (Source: Kevin Walker-Procedure Clarification for Routine Meals September 2020)

2. In the Meals and Hosting Policy first paragraph, stated above, what is meant by the term “dean or director’s approval”?

- ❖ **Answer:** 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. Clubs or Student Academic Associations submit this request through clubs.byu.edu. All other requests may 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.
(Source: Dean’s email clarification-September 2015)

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3. When a Club or a Student Academic Association makes an event request at clubs.byu.edu, which include non-snack meals, is it required to have the approval of the Dean?

- ❖ **Answer** Yes, the Dean's approval is required for feeding students non-snack meals, however the Dean has delegated this approval to the Associate Dean who has the responsibility to review Club and Student Academic Association events. As the event is approved in the Clubs.byu.edu system, the approval for feeding non-snack meals to students is generally approved as well. When processing the payment receipts in Chrome River, include a .PDF copy of the "approval route" shown in the Clubs.byu.edu, which documents the Associate Dean's approval. For access to see the "approval route" contact the Academic Associations Office at (801) 422-4331.

4. When planning for a Club or a Student Academic Association activity where a non-snack meal is served, is it permissible for club funds to be used to pay for the cost of a meal for students and faculty mentor(s) plus 1 guest (family member, friend, etc.)?

- ❖ **Answer:** For clubs or Student Academic Associations, the Dean will evaluate and consider authorizing, on an infrequent basis, using club funds to feed the plus 1 family members or guests. (Source: Dean email January 2019)

5. In the Meals and Hosting Policy third paragraph, stated below, what is meant by the term "an annual dinner"?

"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."

- ❖ **Answer:** The words "an annual dinner" were clarified by the Academic Vice President (AVP), in that it is appropriate for the College and for a department to each 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. (Source-AVP email September 2015)

6. In the Meals and Hosting Policy the Implementing Procedures final paragraph entitled Annual Employee Dinner, stated below, what is meant by the term "planned attendee"?:

"The current allowable rate for the approved annual employee dinner is found at: <https://finserve.byu.edu/meals-hosting-procedure>, per planned attendee including meals, decorations, entertainment, etc. Any excess must be paid by the individual participants."

- ❖ **Answer:** The term "planned attendee" is calculated by the number of guests that are specifically invited and not just the ones that have returned an R.S.V.P. back. (Source: Kevin Walker-Regulatory Accounting September 2015)

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7. When planning for a department graduate student recognition dinner, graduate student retreat or similar event where a non-snack meal is served, is it permissible for university funds to be used to pay for the meal of the students and faculty mentor(s) plus 1 guest (family member, friend, etc.)?

❖ ***Answer*** *In reviewing the written proposal, the Dean may authorize feeding the plus 1 guest for a single department event each calendar year. It is the responsibility of the department chair to decide which event will include paying for the plus 1 guests. For other events the plus 1 guests are welcomed to make arrangements to personally pay the costs of their own meal. (Source: Dean email January 2020)*