

**BIOLOGICAL SCIENCES DIVISION  
DISCRETIONARY SPENDING POLICY**

*Effective July 1, 2017*

While we recognize that meals and events can enhance our educational, research and clinical care missions, it is important that this discretionary spending be governed by a reasonable set of guidelines and spending limits that reflect our values as a non-profit institution. This details the Biological Sciences Division's (BSD) policies for business meals and other events. The BSD follows University policies related to business related expenses and reimbursement. This policy applies to all official Divisional business meals, regardless of funding source. All individuals who pay for business meals on behalf of the BSD or its departments or approve the expenses incurred by those who spend institutional funds are responsible for knowledge of, and adherence to, these discretionary spending policies. The BSD follows University policies related to business related expenses and reimbursement; this policy supplements the [University business meal policy](#).

- A. Meals: A local or out of town business meal occurs when a University employee entertains business associates, professional colleagues, donors, students and other business associates over a meal during which business discussions take place.**
- **Faculty recruitment dinners** - Recruitment dinners should not exceed **\$100 per person** (including alcohol and gratuity) or **\$400 per dinner** with the Guest and three attendees (\$500 in total cost if the candidate's spouse is in attendance). Larger groups are acceptable as long as the total meal expenses stay within the \$400 (\$500 with spouse) guideline limits. Exceptions to this policy must be pre-approved by the Dean or his designee prior to the dinner with justification provided for the exception.
  - **Visiting seminar speakers, guest lecturers and business related visitors** – These meals should be limited in terms of the number of attendees and total cost. These meals should not exceed \$40 per person for breakfast or lunch and \$100 per person for dinner. Dinners should be limited to no more than 4 individuals or \$400 total.
  - **Donor** related dinner expenses are an exception to these limits and do not have pre-established limits.
  - **Named and public lecture** dinners and dinners for large symposia (with multiple invited speakers) should be planned in a judicious manner not to exceed \$100 per

person although the number of attendees may be greater. If expenditures are to exceed \$1,000 in total, preapproval from the Dean or his designee required.

- Meals for **Fellow recruitments** are limited to the candidate, two attendees and should be conducted over lunch. Guidelines for Graduate Student and PSOM recruitment activities will be established in conjunction with the respective Deans of these programs.
- **Seminars, retreats, symposia, faculty and staff appreciation, holiday parties and other celebrations** may be managed within an individual Unit's operating budget. We suggest a guideline of no more than \$25 per person for staff appreciation events which can be managed at the discretion of individual units. Preapproval for expenditures in excess of \$2,000 is required by the Dean or his designee via submission of a comprehensive budget in advance of the event even when the per person guidelines for lunch/dinner are met.
- **Working meetings** – For those instances where individuals are required to work during breakfast or lunch (and have not free time prior or subsequent to the meeting) or for group meetings that can only be scheduled during a breakfast or lunch hour, a meal may be provided and is considered a reimbursable expense but should not exceed \$25 per person (including beverages, and gratuity). This applies to faculty development events and departmental meetings held over lunch provided the expenses are managed within a unit's operating budget.
- **Entertainment and Sporting events** – Entertainment including tickets to concerts or sporting events may not be charged to BSD accounts.

We understand that at times faculty may choose to go to more expensive venues. These policies define the limits of what will be reimbursed on any type of institutional accounts, but do not prohibit individuals from supplementing the limit with personal funds.