

**LPL**

# Business Meal Policies 9/25

## Host Responsibilities

- It is the host's responsibility to select a restaurant that meets requirements below, to make reservations if necessary, and to charge the meal on their own credit card or an LPL PCard.
- If the meal is at the Student Union, please borrow the LPL Dining Card in advance.
- To expedite reimbursement, receipts must include the names of each of the participants and their affiliation/title, including the visitor.
- All receipts must be itemized and processed to the business office within two days of the PCard charge.
- **Cost not to exceed the maximum allowances (before tax and tip):**
  - Breakfast - \$30
  - Lunch - \$30
  - Dinner - \$60
- **Alcohol is not allowed**
- **Tipping not to exceed 20% of the total amount.**

## Faculty Hosted Meals

- **SPEAKER/GUEST IS NOT UA EMPLOYED:** Attendees allowed: speaker/guest, host and 2 faculty members.
- **SPEAKER/GUEST IS UA EMPLOYEE:** No attendee limit; however, all attendees will be self-pay, including the speaker.

## Student Hosted Lunch

- The goal of lunch with a prospective student or a visiting speaker is to introduce the student or speaker to others with similar research interests.
- Groups should be kept small, **with no more than 4 guests:** 3 LPL graduate students and the prospective student/visiting speaker.

Please direct questions regarding these policies to Erma Santander (520-621-2828).