

# Policies for Hosting Meals for Visitors to LPL

It is the **HOST** 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, including the visitor. All receipts must be itemized.

## Faculty Hosted Meals

If the speaker/guest is not employed by the UA, the guest host, speaker/guest and 2 faculty may attend:

- **COST CANNOT EXCEED THE MAXIMUM ALLOWANCES:**
  - **\$30 LUNCH INCLUDING TAX & TIP**
  - **\$60 DINNER INCLUDING TAX & TIP**
- **NO ALCOHOL IS ALLOWABLE**

If the speaker/guest is employed by the UA, all attendees at meals 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, including the visitor.**

- **COST CANNOT EXCEED THE \$30 PER PERSON MAXIMUM ALLOWABLE, INCLUDING TAX AND TIP**
- **NO ALCOHOL IS ALLOWABLE**

If the speaker/guest is not employed by the UA, 3 LPL graduate students and the speaker can attend lunch.