

Earth and LSA Hosting Policy Revised 9/30/14

Event	Meal maximum (food + alcohol)	Notes
Faculty candidates and Seminar speakers	<u>Bfast or Lunch - \$100 total</u> Regardless of the number of attendees \$25 per person limit	Alcohol not reimbursed
	<u>Dinner - \$300 total</u> Regardless of the number of attendees \$55 per person limit food + \$20 per person limit alcohol	Separate itemized receipt for alcohol required
Graduate Student Recruiting	<u>Up to \$140 total</u> Regardless of actual number of attendees \$25 per person meal limit for bfast/lunch \$55 per person limit for dinner	Alcohol not reimbursed
All Other Hosting	<u>Bfst or Lunch</u> \$25 per person limit	Alcohol not reimbursed
	<u>Dinner</u> \$55 per person limit food + \$20 per person limit alcohol	Separate itemized receipt for alcohol required

LSA and Earth hosting policies align with [UM Standard Practice Guide 507.10-1](#).