



Guidelines for Hosting Meals for Visitors to LPL

Use the following information as a guide when hosting visitors. If you feel an exception is required, please talk with Mary Guerrieri (520-621-2828).

It is the **HOST** responsibility to select a restaurant *within the recommended price guidelines*, 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 Dinner Budget Guidelines

**No more than average total cost of \$40 per person, including tax and tip
(LPL will reimburse up to that amount)**

Faculty hosted candidates for a faculty position. Meals should be limited to 6 guests, including the visitor (and his or her spouse if accompanying). Spouses other than the spouse of a candidate are generally not to be included.

Faculty hosted colloquium speakers. Meals should be limited to 6 guests, including the visitor (reimbursements for spouse meals are not permitted)

Faculty hosted meals for other distinguished visitors. Meals should be limited to 6 guests, including the visitor (reimbursements for spouse meals are not permitted). Spouses other than the spouse of a candidate are generally not to be included.

Student Hosted Meals

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.**

When hosting meals with speakers or prospectives, **graduate students, postdoctoral associates, and research scientists** are asked to select restaurants with meal options in the range of **\$20 per person (including tax & tip) for lunch and \$25 per person (including tax & tip) for dinner.**

Alcohol Reimbursement Protocol

For Faculty Hosted dinners ONLY (colloquia, faculty recruitment)

1. Alcohol must be charged on its own receipt, i.e., NOT on receipt showing purchased meals
2. Alcohol purchase **MUST** be part of a meal.
3. Alcohol receipt must be **ITEMIZED**.
4. Reimbursement is for **NO MORE** than two drinks per guest and no more than \$30 per guest.

Our intention is to make visitors feel welcome, but not to be extravagant. Please direct any questions regarding these guidelines to Mary Guerrieri (520-621-2828).

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