

Policy Approval Form



Executive Summary: Changes to "Light Meals and Refreshments" policy

The current policy on "Light Meals and Refreshments" specifically prohibits reimbursing the host and/or other participants for meals consumed as part of an interview process of a prospective employee. Because the host and/or other participants are conducting official College business, reimbursement for these meals should be allowed, with prior approval, and limited to the applicable travel meals allowance. Meal costs in excess of the meal allowance may be paid from discretionary funds.

Also proposed is changing the title of the policy to "Meals and Light Refreshments"

Reviewed by Maryam Jacobs

Proposed by Collin Orr

Collin Orr
12/20/06

Vice President for Academic Affairs and Provost *Don O'Neil* Date 1-2-07

Vice President for Finance and Administration *[Signature]* Date 12/21/06

Vice President for Student Affairs *Art Costantino* Date 1/3/07

Vice President for Advancement *D. Lee Hoeman* Date 1-2-07

President *[Signature]* Date 1-4-07

Date policy becomes effective _____