MEMORANDUM

To: Faculty and Staff

From: Bill Wepfer, School Chair

Subject: Revised Host Expenses Policy, effective July 1, 2013

From time to time, you may be asked to host a seminar speaker or faculty candidate which may involve entertainment in the form of meals. Being a state supported school, it is prudent to send an appropriate "message" to our visitors. Our guidelines on entertaining visitors are provided below:

1. Regular seminar series speakers and faculty candidates may be taken to lunch and/or dinner limited to

   A. A maximum of four people including the guest. If the visitor's spouse is present, then the spouse of the host may be one of the group.

   B. The maximum costs should not exceed $75 per person for dinner and $25 per person for lunch. Charges in excess of these guidelines will be absorbed by the host.

2. All other entertainment that is expected to be covered by the school should be discussed in advance with the Chair's office.

3. Under the very unusual circumstances that a catered meal is planned, the host should contact the Finance Office (after the Chair's approval) to discuss the procedure as there are Institute limitations in this area.
It is very important that we impress our visitors with our intellectual prowess, not with gastronomical pursuits. If you have any questions regarding these polices, please contact me.

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