

**POLICY FOR HOSTING CAMPUS VISITORS USING THE PLANT AND WILDLIFE
SCIENCES DEPARTMENT FUNDS (OR WIDOW'S MITE)**

Visitors to campus will be reimbursed for transportation up to, but not to exceed the cost of airfare. They will also be reimbursed for car rental or mileage to and from the SLC airport (100 miles).

Up to 2 nights lodging will be provided at a local hotel/motel (work with Kerly to make arrangements).

Cost of meals should not exceed the daily per diem rate published by BYU for the specific location: Provo: **Breakfast \$13** **Lunch \$15** **Dinner \$26** **Incidentals: \$5**

Please be sure to use your **BYU purchase card** to pay for the meal and then return the **receipt** and completed **Meals/ Entertainment Reimbursement Form** to Kerly ASAP.

With the possible exception of the host, individual faculty should dine with the visitor only once during the visit. This will allow all faculty to have a chance to visit and interact in smaller more effective groups. The department will pay for meals of accompanying spouse, but not for the spouses of faculty.

When prospective faculty are interviewing, faculty spouses may be invited (with the Department Chair's approval) when the campus visitor is female or when the male visitor's wife is going to attend.

Seminar speakers can be given a \$300 honorarium in cases where it is allowed by their employer.

Brock McMillan