

## Plant & Wildlife Sciences Department

### Purchasing Receipt Form

*PROMPTLY RETURN ORIGINAL RECEIPTS TO 4114 LSB*

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Purchased By (Whom?): \_\_\_\_\_

**Supervising Faculty Signature:** \_\_\_\_\_

What Was Purchased (What?): \_\_\_\_\_

Dept. Account Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Business Purpose (Why?): \_\_\_\_\_

You may use one form for multiple transactions if the **account** and **business purpose** are the **same**.

Otherwise, you need to fill out a separate form for each transaction.

Store Name: \_\_\_\_\_

Amount: \$ \$ \$ \$ \$

Accounting Use Only:

Transaction #: \_\_\_\_\_

Date Scanned: \_\_\_\_\_

Initials: \_\_\_\_\_

Date Reviewed in Y-Expense: \_\_\_\_\_

Initials: \_\_\_\_\_

Date Keyed into QB: \_\_\_\_\_

Initials: \_\_\_\_\_

**MEALS/ENERTAINMENT REIMBURSEMENT FORM**

**Please classify the expenditure (check one)**

- Hosting Non-University Personnel
- Seminar/Conference Luncheon not hosted by Department

**Department to Host- Requires Deans Approval/ (This approval is generally to be done annually as part of the resource planning process.)**

- Reception
- Retreat
- Department Seminar
- Open House
- Other (Describe Below)

**How many people attended the event? \_\_\_\_\_**

**Name and Company/University of person(s) being hosted**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If 12 or less people were in attendance, please list names of those present.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please describe the business purpose and identify how the meal furthered the university's interest.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Person Submitting Claim**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dean's Signature or Dept. Chair Signature**

\_\_\_\_\_  
**Date**

**(Please attach all receipts, the purchasing form, and other paperwork if necessary.)**

**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 \$23**      **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

## Brigham Young University - College of Life Sciences

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## Addendum to the University Meals and Hosting Policy

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**Contact:**

Assistant Dean / Controller  
 Russell\_Nielson@byu.edu  
 801-422-6788  
 5005 LSB

- In addition to the University Meals and Hosting Policy and Implementing Procedures, the Deans and Department Chair of the College of Life Sciences have approved the below procedural addendum.
- When hosting prospective faculty, honored guests, seminar speakers, visiting scholars, and others on behalf of the University in the Provo area, the approved amount to spend would be according to the following meal per diem options:

Meal	Option A	Option B	Option C
	Baseline: Provo meal per diem	30% increase above baseline requires Dept. Chair written approval if greater than Option A and less than or equal to:	50% increase above baseline requires Dept. Chair and Deans written approval if greater than Option B and less than or equal to:
Breakfast	\$ 13	\$ 17	\$ 20
Lunch	\$ 15	\$ 20	\$ 23
Dinner	\$ 23	\$ 30	\$ 35
Incidentals	\$ 5	\$ 7	\$ 8
<b>Total</b>	<b>\$ 56</b>	<b>\$ 74</b>	<b>\$ 86</b>

- The above table for the Provo area per diem excludes taxes and tips. When hosting someone outside of the Provo area or when in travel status, the amount is limited to the University per diem, including taxes and tips, as listed for that location online at the Purchasing and Travel web page.
- It is encouraged when hosting others to limit the size of the group to be 5 or 6 including spouses. Remember the principle of the widow's mite and that any funds used to host someone are University funds regardless of the source.