




National University of Health Sciences General Policies

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Date Adopted: 12/1990	Date(s) Revised: 08/04/92
 President	<u>2-11-09</u> Date

POLICY STATEMENT

The University will sponsor luncheons at University approved meetings of faculty, staff, and administrators or any combination thereof.

Procedures

In order to be eligible for approval, the luncheon must:

1. Be approved by the supervisor of the requestor.
2. If the expenses exceed five dollars (\$5.00) per attendee, it must be approved by the President or Vice President for Administrative Services.
3. Such expenses shall not occur in a unit or department more than quarterly without approval by the President or the relevant Vice President.