

Attention: College Research/Business Office

The Office of Contacts and Grants has exempted your sponsored project #5-23168 for the following:

Payment of food costs and/or meals-breaks associated with business meetings, seminars and workshops as disclosed to your Sponsor in the proposal process. Costs for meeting facilities and accommodations should be paid under the proper account codes and separate from food/meal expenses.

In accordance with University policy, these events should always include the participation of at least one non-University employee. The daily **per diem is NOT exempt (costs for meals/breaks will be allowed UP TO the University per diem – including taxes and tip).** and **all other University regulations apply**. Refer to the University Administrative Procedures Manual, Section J for related policies.

This exemption is to facilitate the payment of the expenses associated with the functions described above.

If you have any questions, please contact Sharon Boyd at 515-8008 or Danny Humphrey at 515-8011.

cc: Account File
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Linda Lancaster