



EXECUTIVE VICE PRESIDENT –  
BUSINESS OPERATIONS

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## CHANCELLORS

Business and Finance Bulletin BUS-79, *Expenditures for Business Meetings, Entertainment, and Other Occasions*, has been revised to include the following changes:

1. A “Recruitment” category has been added to address meals provided to prospective employees and student athletes and scholars.
2. A new category, “Programmatic Activities,” addresses meals provided to students and volunteers.
3. We have clarified the criteria for furnishing meals in connection with business meetings of both on-call hospital employees and hospital administrators.
4. Expenses for employee-morale building and similar activities now require “additional approval” (they were previously called “exceptional expenditures”).
5. The department head’s responsibilities have been further clarified, including the responsibility to ensure that expenditures for meals and light refreshments do not exceed the frequency limits set forth in the Bulletin.

In addition, several technical corrections, clarifications, and organizational changes were made. A copy of the revised Bulletin is enclosed. Questions about the requirements may be directed to Manager Michael O’Neill.

Sincerely,

Katharine N. Lapp  
Executive Vice President, Business Operations

Attachment

cc: President Dynes  
Members, President’s Cabinet  
Principal Officers of The Regents