

ARTS GRADUATE STUDIES

4 March 2015

TO: Graduate Affairs Group

FROM: Katherine Acheson, Associate Dean, Arts Graduate Studies

RE: Lunch with External Examiners

Due to numerous inquiries about eligibility of meals involving PhD dissertations and external examiners we have established a faculty-wide policy that will be enforced effective March 1, 2015.

After a PhD dissertation, the supervisor may invite members of the committee to lunch. Our office will reimburse this meal up to a maximum of \$80 for up to 4 people (UW Policy 31 eligibility rules apply to this meal expense). **The external examiner MUST be present at this lunch for the expense to be eligible.** The supervisor fills out a "Request for Payment" form indicating the names of the individuals present at the lunch and attaching an itemized receipt. This is then forwarded to the Administrative Coordinator, Arts Graduate Studies and Research for processing.



Kathy Acheson
Associate Dean Graduate Studies
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