

EEB EVENTS

FOOD POLICY UPDATES



BUSINESS MEALS

For research-related discussions with guest speakers.

Breakfast:

limit of \$ 20.00* per attendee
(up to two attendees total)

Grad. Student Lunch:

limit of \$ 175.00* total for lunch with non-UA guest speakers only.
Ordering completed by Seminar Coordinator (Alexis).

Dinner:

limit of \$ 60.00* per attendee for dinner with non-UA guest speakers only
(up to four attendees total)

Gratuuity (tip) cannot exceed 20%.

***TOTALS INCLUDE TAX AND TIP.**

NO ALCOHOL!

DOCS NEEDED

List of attendees and their affiliation to UA

Agenda/business purpose

Event date and time

Itemized receipt

The faculty host, Grad. Council Coin Guardian, or Seminars Rep. are responsible for collecting and submitting these documents.

Student Seminar Representatives:

please monitor our supply of seminar refreshments, and contact Alexis when a new order is needed.

QUESTIONS?

Please email Staff Seminar Coordinator Alexis Montoya at AlexisHenderson@arizona.edu

