

Duke University

Durham
North Carolina
27708-0046

GEORGE L. MCLENDON
Dean of the Faculty
of Arts & Sciences
Dean of Trinity College

104 Allen Building
Box 90046
Telephone (919) 684-4510
Fax (919) 684-8503
george.mclendon@duke.edu

January 19, 2010

To: All Faculty in Arts and Sciences
Departmental Business Managers

From: George L. McLendon 

Re: Business Meals

I write to follow up on a memo to Trinity College of Arts & Sciences (TCA&S) Department Chairs, Program Directors, and business managers dated June 12, 2009 from Senior Associate Dean Sandy Connolly regarding expenditure controls (attached for reference). In order to align the cost of business meals with our budgetary restraints, the following TCA&S policy will be implemented effective February 1, 2010.

Breakfast

Not to exceed \$10 per person

Lunch

Not to exceed \$15 per person

Dinner

Not to exceed \$60 per person or \$300 per event, including beverages

Please note the above policy does not apply to business meals charged to discretionary accounts.

I appreciate your help in keeping expenses within appropriate limits. If you have any questions, please contact Sandy Connolly at sandy.connolly@duke.edu or 660-5264.

Enclosures

cc: Lee Baker

Al Crumbliss

Angie O'Rand

Srinivas Aravamudan

Sandy Connolly

Business Managers