**Departmental Policy**

**Visiting Speaker Dinner Expenses**

All visiting speaker expenses come out of the department’s budget, which is limited. From 2013/14 the policy regarding the number of people and amount that can be spent per head is as follows:

Number of people to attend dinner & amount

Visiting speaker + 4 = Total 5 people

Spend per head for meal (including drinks) is £30.

This is in line with the college standard.

The limit for each meal is £150 (for a max of 5 people). Any amount over the £30 per head will not be paid for by the department.