

## Provost's Office Procedures

### Board Invitations

All invitations to Board of Trustee Members must be sent to the Provost's Office. Information about the event along with nine invitations should be sent for review and transmittal to the President's Office for distribution to the Board.

### President's Calendar

All requests for meetings with or participation in an event by the President must first be directed to the Provost's Office.

### Faculty/Unit Head Interviews

The Provost's Office no longer interviews candidates for faculty positions unless it is an "extraordinary circumstance." Departments should discuss "extraordinary circumstances" with the Dean who will decide whether an appointment should be made with someone in the Provost's Office.

Department chair or director candidates will continue to meet with the Provost or someone from the Provost's Office.

### Travel Vouchers

According to GVSU accounting policy, any travel voucher exceeding the meal per diem must have the approval of the appropriate Vice President. Travel vouchers submitted to the Provost's Office are to be accompanied by a written justification for the exceeded amount and are to include the Dean's approval.

If alcohol is included in the meal, it must be **totaled and noted on a separate line with amounts for food and alcohol indicated**. Alcohol cannot be charged to a general fund FOAP but must be charged to a special FOAP that only the Provost can approve. Travel vouchers will be returned if justification is not included, appropriate signatures are not secured, or alcohol charges are not separated.

### Alcohol Requests

Whenever alcohol is to be served at a GVSU event, permission to serve it is required in ADVANCE of the event. This approval is needed whether the event is to be held on the Allendale or Pew Campus or at an off-campus venue. As stated before, alcohol is charged to a special FOAP that only the Provost can approve. Requests from departments, including general information about the event (i.e. purpose of the event, number of guests, general guest list – faculty, donors, etc.), are to be made in writing and are to be accompanied by the appropriate Dean's approval.

### Exceptions for AP Staff Teaching

The AP Handbook states that AP staff may teach one course per academic year. The Provost must approve any exceptions to that policy in advance. Requests are to be made in writing and include the instructor's name, class, class time, if compensation will be received, and what other courses were taught during the academic year. The original paperwork will be returned to the Dean's Office for distribution.



**US – High Cost Cities – GVSU list**

State	Destination	State	Destination
Alaska	All	Minnesota	Minneapolis / St. Paul
Arizona	Sedona	Nevada	Las Vegas, Stateline, Carson City
California	Los Angeles, Monterey, Napa, San Diego, San Francisco, Santa Monica, Santa Rosa, Yosemite National Park.	New York	Manhattan (includes the boroughs of Manhattan, Brooklyn, the Bronx, Queens and Staten Island), Floral Park / Garden City / Glen Cove / Great Neck / Roslyn
Colorado	Aspen, Vail	New York	Riverhead / Ronkonkoma / Melville / Smithtown / Huntington Station / Amagansett / East Hampton / Montauk / Southampton / Islandia / Commack / Medford / Stony Brook / Hauppauge / Centereach
Connecticut	Bridgeport, Danbury, Lakeville, Salisbury, New Haven, New London, Groton		
DC	District of Columbia	Pennsylvania	Philadelphia
Florida	Boca Raton, Delray Beach, Jupiter, Palm Beach Gardens, Palm Beach, Palm Beach Shores, Singer Island and West Palm Beach, Key West, Naples	Rhode Island	Jamestown / Middletown / Newport
		Utah	Park City
Hawaii	All	Vermont	Stowe
Illinois	Chicago	Virginia	Washington, DC Metro Area
Maryland	Annapolis, Ocean City, Washington, DC metro area.	Washington	Seattle
Massachusetts	Boston / Cambridge, Martha's Vineyard, Nantucket	Wisconsin	Wisconsin Dells

**International - High Cost Countries - GVSU list**

ARMENIA	DENMARK	JERUSALEM	RUSSIA	UKRAINE
AUSTRALIA	FINLAND	JORDAN	SAUDI ARABIA	UNITED ARAB EMIRATES
AUSTRIA	FRANCE	KUWAIT	SINGAPORE	UNITED KINGDOM
BELGIUM	GERMANY	LATVIA	SLOVENIA	VIETNAM
BOSNIA-HERZEGOVINA	GREECE	LITHUANIA	SPAIN	
COSTA RICA	HONG KONG	LUXEMBOURG	SWEDEN	
CROATIA	IRELAND	NETHERLANDS	SWITZERLAND	
CZECH REPUBLIC	ISRAEL	NORWAY	SYRIA	
DEM. PEOPLE'S REPUBLIC OF KOREA	JAPAN (except Yokota)	POLAND	TURKEY	

Meals:

- A. Reimbursement for individual meals will not exceed the maximum per diem allowance. Reimbursement for meals included in a conference or meeting fee is not allowed. Meals for employees involved in assignments off campus are allowable when deemed appropriate by their supervisor. When there is no overnight stay for the employee, the meal will be considered taxable income as required by IRS regulations.
  - B. Meals including university guests are allowable at the actual cost which is not to exceed the maximum per diem allowance. Reimbursement requests must include a receipt with the guest's name, company name, and business purpose of the meeting.
  - C. Meals for university employee groups are reimbursable only with appropriate executive officer approval and documentation.
  - D. Exceptions to the per diem limits must be approved by the appropriate executive officer.
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Per Diem Rates (effective July 1, 2009):

	Breakfast	Lunch	Dinner	Full Day
<i>Current Standard</i>	\$ 7.00	\$ 10.00	\$ 18.00	\$ 35.00
Proposed Standard	\$ 8.00	\$ 12.00	\$ 19.00	\$ 39.00
US - High Cost Cities - per GVSU list	\$ 9.00	\$ 14.00	\$ 25.00	\$ 48.00
International - High Cost Countries - per GVSU list	\$ 12.00	\$ 18.00	\$ 30.00	\$ 60.00

Approved by Budget Committee, January 30, 2009.