

CPR Retreat Catering

The Office of the Vice Provost Academic provides \$45 per person for catering in-person Cyclical Program Review (CPR) faculty retreats.

We provide reimbursement for catering once the following is submitted to YUQAP@yorku.ca:

- The catering order invoice
- List of attendees
- The transaction details from the e-reports
- Account number
- Cost centre number

NOTE:

The \$45 per person budget can be split between two retreats. Any balance in the overall budget can go toward catering the in-person student meeting with reviewers during the CPR Site Visit. If more than \$45 per person is spent on catering for the faculty retreat(s), however, the department will be responsible for covering those costs.