

Number: 5.33

DESCRIPTION:	Match Day Guidelines		
RESPONSIBLE:	Dean’s Office, Associate Dean for Clinical Medical Education, and Administration and Finance		
PURPOSE:	The purpose of this policy is to establish guidelines for hosting Match Day events that are within NDUS, UND, and SMHS policies and procedures and to maintain equivalence among campuses for these events.		
FREQUENCY OF REVIEW:	Annually		
CREATED:	September 2024	REVISED:	N/A

Match Day is an exciting day and the School of Medicine and Health Sciences (SMHS) supports celebrating this impressive time in a medical student’s life through the use of these guidelines.

All Match Day events must follow [UND’s Events, Demonstrations, Fixed Exhibits, and Short-Term Rentals Policy](#). UND-sponsored events held off-campus must have the approval of the VP for Health Affairs/Dean. An [event approval form](#) is required for all off-campus events. All signed agreements must follow [UND’s Contractual Signature Policy](#). All UND employees attending an off-campus UND-sponsored event within the scope of their employment and/or representing UND in any capacity must follow UND’s policies and procedures.

What: Match Day gatherings are to be held over the lunch hour. If dinner is preferred, prior approval from the Associate Dean for Clinical Medical Education is required, and the cost of the meal must stay within GSA guidelines.

Who: All students plus three guests are invited to attend the gathering. All campus employees are also welcome to attend. Other guests may attend but must pay for their meals and beverages separately.

When: Match Day lunches are held in concert with National Match Day.

Where: The event should be held at an establishment such as an event room in a local restaurant but shall not be held at the home of an employee or student. The event could also be a catered-in event at the campus office. Event rooms may be paid for from appropriated funding as long as they fall within UND’s guidelines.

Other:

Food: The menu should include choices so all guests can participate.

Alcohol: No alcohol may be served at the event if held on campus. If the event is held off-campus, a limit of one alcoholic beverage per person is allowed and must be paid using UND SMHS Alumni funds

Cost: Costs should be kept reasonable and must fall within GSA guidelines and UND/NDUS/NDCC policy (ND SBHE policy 806.1 and NDCC 44-08-04). The cost of the meal per person should not exceed 125% of the GSA rate. Below is a table as an example showing the current North Dakota GSA rate and the limits per meal (i.e. breakfast, lunch, and dinner)

2025 GSA Rate		\$ 68.00		Cost Limit per Meal
20%	Breakfast	\$ 13.60	125%	\$ 17.00
30%	Lunch	\$ 20.40	125%	\$ 25.50
50%	Dinner	\$ 34.00	125%	\$ 42.50

Reference: https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2025&state=ND&city=&zip=

Required Documentation: Campus staff should utilize the SMHS Campus Event Form. This form will assist with the following documentation requirements needed to pay for the event expenses.

1. An attendee list is required and should include the date of the event, where the event was held, the names of all attendees and their affiliation with the event (i.e. faculty/staff, student, guest).
2. A detailed receipt showing itemized meals and beverages. Any alcohol should be listed on a separate receipt, if possible.
3. A documented business purpose for the event.