



STANDARD OPERATING PROCEDURES

Title: Room & Board for non-AMPATH Guests

Objective: To provide fiscal and financial continuity and consistency for all non-AMPATH members visiting Eldoret.

Overview:

Non-AMPATH member schools may send personnel from their respective institutions to Kenya for various reasons and all personnel are expected to live at IU House (assuming available space).

IU House Room & Board Fees

1. Visiting non-AMPATH personnel are expected to pay \$58 per day full Room & Board.
2. All room & board fees are expected to be paid to the Program Manager prior to the visitor's departure for Kenya.
3. Significant Others (SO's) are encouraged to share in the Kenya experience for either a short visit or the entire duration of the visitor's stay in Kenya.
4. Information concerning any SO's visit to Kenya must be communicated to the Program Manager well in advance of any rotation to Kenya.
5. SO's sharing a room will pay \$20 per day full Room & Board.
6. Meals are available at IU House according to the following schedule:
 - a. Breakfast (on your own in the IU House dining room) Sunday-Saturday
 - b. Lunch M-F
 - c. Dinner Sunday-Tuesday, Thursday
7. Wednesday evening dinner at a local restaurant is provided as part of the Room & Board Fee; **however, all persons are expected to cover the costs of any alcoholic beverages purchased during the Wednesday evening experience.**
8. IU House cooks do not prepare meals for Friday evening dinner, Saturday lunch or dinner, or Sunday lunch.
 - a. Food is available in the IU House kitchen and may be prepared by each individual for meals that are not prepared by House cooking staff .
 - i. Specific foods may be requested for self-preparation by contacting the Program Administrator with at least 24 hours notice.
 - ii. Requested food will be purchased and made available to replace any meals not prepared by IU House cooking staff.
 - b. Due to the availability of food for self-preparation, any meals eaten away from IU House at any time (other than the Wednesday evening meal) are not included in the Room & Board Fee.