

Academic Affairs

February 9, 2000

Entertaining Visitors

The limit set by the University of Missouri for reimbursement for professional dinners is \$21.50. The University does recognize that it may be necessary to exceed that limit when the dinner party includes visitors (non-university individuals with whom the University is doing official business). Such events should include no more than three university employees for every non-university person. Expenses for such dinners should be prudent and reasonable, and should not normally exceed \$40 per person. Expenditures expected to exceed this limit must be pre-approved by the cognizant dean, director, or Vice Chancellor.