

BUSINESS MEALS INVOLVING UNIVERSITY GUESTS

The University will pay or reimburse necessary and reasonable meal costs incurred during a business meeting involving university guests. University guests may include job candidates, guest speakers, business representatives, and visitors from other colleges and universities. The business meal expense must be an allowable charge for the funding source.

Such events may include up to three University employees for every non-University employee and should not exceed the per person meal limits (including tips) of \$25/breakfast, \$25/lunch, and \$50/dinner. The Provost or the Provost designee must approve any business meal amounts that exceed these limits.

Reimbursements to faculty and staff for approved and properly documented business meal expenses are processed in the PeopleSoft Travel and Expense (T&E) module. IRS rules on the substantiation of business meal expenses require the following documentation:

- Date, time, and place of meal
- Specific business purpose
- The names of the participants or their titles and their relationship to the University
- Receipts for transactions of \$75 or more