Business Meals Expense Guide

Dinners:

1. Expense should not exceed $75.00 per person.
2. Alcohol must be paid on allowable source of funds (generally 171) and can’t exceed 30% of food purchase.
3. Tip should not exceed 15% of total before taxes (automatic gratuity charge by venue is allowable if over 15%)
4. Should not exceed 2-3 UF personnel and guest.
5. Most senior UF official in attendance picks up the check.
6. Spouses are only allowed if guest has spouse attending.
7. Must have a business justification.
8. List of attendees

Lunch:

1. Expense should not exceed $40.00 per person.
2. Alcohol must be paid on allowable source of funds (generally 171) and can’t exceed 30% of food purchase.
3. Tip should not exceed 15% of total before taxes (automatic gratuity charge by venue is allowable if over 15%)
4. Should not exceed 2-3 UF personnel and guest.
5. Most senior UF official in attendance picks up the check.
6. Spouses are only allowed if guest has spouse attending.
7. Must have a business justification.
8. List of attendees

Breakfast:

1. Expense should not exceed $25.00 per person.
2. Tip should not exceed 15% of total before taxes (automatic gratuity charge by venue is allowable if over 15%)
3. Should not exceed 2-3 UF personnel and guest.
4. Most senior UF official in attendance picks up the check.
5. Spouses are only allowed if guest has spouse attending.
6. Must have a business justification.
7. List of attendees