

## NOTIFICATION OF CATERED/MEETING ACTIVITY

Date of Event/Meeting:

Event/Meeting Name/Purpose:

Vendor Name:

Attendee Names:

Estimated Cost:

### **Business Meals**

The University may pay or reimburse for properly documented meals whose primary purpose is a business discussion. "Properly documented" consists of, at minimum, an itemized receipt and list of attendees. Under this directive, expenses (excluding gratuity and tax) associated with business breakfasts or business lunches are limited to \$30.00 and \$50.00 per person, respectively. Expenses (excluding gratuity and tax) associated with business dinners are limited to \$125.00 per person. If prevailing market conditions in a city (based on GSA rates) exceed these limits, an exception may be approved by the appropriate dean or vice president.

Based on state guidelines, gratuities should not exceed 20% of the bill subtotal before tax. In some cases, tips on meals may exceed 20% where there is an automatic gratuity charged by the venue.

To qualify as a business meal under this policy:

1. Generally, attendees should include at least one non-University employee and only whose presence is necessary to the business discussion.
2. Meetings of two or more University employees, will only be paid or reimbursed if the following three criteria are met:
  - o Meetings must be held infrequently
  - o The meeting is agenda driven and directly concerned with the business of the University
  - o The meeting time encompasses a regular mealtime and could not otherwise be scheduled during regular working hours.
3. Expenses may be incurred only for those individuals whose presence is necessary to the business discussion.
4. The University will not pay or reimburse business meal expenses that lack documentation or a clear business purpose.
5. Meetings and/or gatherings that are primarily social in nature do not qualify for payment or reimbursement as business meals, no matter the attendees.

Business Meal expenses exceeding the limits above require approval per the requirements in the "Exceptions" section below.