

Business Meals Policy Reminder

The University allows reimbursement for local meals under limited circumstances. In the case of a meal involving only University personnel, the meal must represent a necessary and integral part of a business meeting, not simply a matter of convenience. To establish that the meal is part of the business function, it should be part of a meeting that takes place over an extended period of time with an agenda that requires a working meal. **Business meals with University colleagues that are frequent and reciprocal are prohibited.**

When only University personnel are present, the following details should be included on the receipt: University business purpose, attendees and their affiliation, agenda, and justification for the meal as an integral part of the meeting.

Meal expenses for bona fide business purposes that involve individuals not affiliated with the University are generally reimbursable. The meal must represent a necessary and integral part of the business meeting. Inclusion of University personnel at these meals should be kept to a minimum. If business meals are necessary, the costs should be kept to a reasonable level.

Supervisors who occasionally require their employees to work past the regular work time—for example, two or more hours after normal business hours—may purchase an on campus meal for those employees. These meals should be modestly priced.

The University reserves the right to refuse payment or reimbursement of meal expenses deemed to be frequent or excessive.