



MEMORANDUM

To: Tenure-Line Faculty
From: Peter Trapa, Chair *PT*
CC: Marcia Cook, Heidi Frank
Date: October 16, 2018
Subject: Meal Reimbursement Policy

The Policy Board has discussed the following policy on meal reimbursements. It will become effective immediately.

MEAL REIMBURSEMENT POLICY

1. Visiting speakers are entitled to a lunch with faculty, postdocs, and/or students the day of their seminar/colloquium, and also a dinner engagement the night before or the night of their speaking engagement. The updated limit for lunch with a speaker is \$100 (including tip and drinks), and \$200 for dinner. This should allow 2-3 department personnel to attend a meal with the speaker at a reasonably priced restaurant. In addition to the total upper limit, we are also implementing a per-person limit of \$50 (i.e. if only two people go to dinner, the total shouldn't be more than \$100).
2. If the total cost of the meal exceeds the policy, the excess may be split between the start up accounts or other non-grant accounts of the faculty attending.
3. The host for each meal should check out one of the Department PCard from the Accounting Office prior to the meal. Make sure you are not charged tax. You will need to return the PCard, itemized receipt, and credit card receipt (showing the appropriate tip left) to Accounting as soon as possible following the meal. Tips should not exceed 20% as these are State Funds and must be used in a responsible manner.
4. The above guidelines will apply to initial faculty candidate interviews. For recruitment visits of faculty members to whom we are making an offer, the limit will be higher. The limit for these lunches/dinners shall be \$150/\$300. If the total cost exceeds this amount, the attending faculty will split the cost as outlined above.

Exceptions to this policy may be granted by request to the Department Chair. If problems with the limits are anticipated, requests in advance are encouraged. However, the Dean's office must also approve these reimbursements. The Dean has previously disallowed individual reimbursements that are deemed excessive, regardless of whether they had been granted an exception by the Chair.