



Financial Policy Highlights:
Reimbursement/Payment for a
Business Meal

(Policy 2.1.4 – Meal Expenses)

1. Remember the main purpose of the meal is a business discussion that includes at least one non-university person whose presence is needed for the discussion. Only those necessary to the business discussion are part of the business meal.
2. Find the federal per diem amount for the applicable city: www.gsa.gov/perdiem. Look in the M&IE column for the allowable per person per day amount for food and gratuity.
3. If alcohol will be purchased during the meal, pre-approval by a senior vice president, vice president, dean or their designee (<http://www.uc.edu/af/documents/policies/polpreapp0409.doc>) is required and proper funding is necessary for reimbursement. No alcohol can be purchased on a P-Card.
4. Obtain original, itemized receipts. In addition, IRS regulations require documentation of the business meal including the date, time, place, attendees and a clear statement of the business purpose.
5. Receipts and other required documentation should be submitted with reimbursement paperwork or kept with the P-Card statement. A P-Card may be used for business meals but cannot be used for alcohol purchases. If using a P-Card to pay for a meal that includes alcohol purchases, ask for a separate bar bill.
6. The university will reimburse/pay for amounts up to the per diem multiplied by the number of necessary attendees. Amounts exceeding that limit require approval on the Policy Exception Form (<http://www.uc.edu/af/documents/policies/polexcept.doc>) by a senior vice president, vice president, dean or their designee to be paid/reimbursed.

This checklist is intended to provide policy highlights; the policy can be viewed in its entirety at <http://www.uc.edu/af/policies>.

Note: organizational units may have more restrictive policies.