

Date: Thu, 13 Apr 2006 14:31:23 -0500
From: K Lea Smucker
Subject: IMPORTANT-Revisions to Department Policy on Reimbursements for Meals

Dear Colleagues,

We recently received notification that the Office of Business and Financial Services has revised the university's policy concerning the allowable amount for reimbursement for business meals and refreshments. Please note that this only applies to business meal expenses while NOT in travel status. Taxes and tips for business meals and refreshments are now allowable in addition to the maximum amounts as stated below. Previously, taxes and tips were included in the meal amount maximums so this change represents an increase in the total amount allowable for business meals and refreshments.

Maximum Amounts Now Allowed for Business Meals & Refreshments

- * Breakfast: \$11.00 (plus tax and tip)
- * Lunch: \$11.00 (plus tax and tip)
- * Dinner: \$34.00 (plus tax and tip)

The revised policy can be viewed in Section 8.12 Business Meals and Refreshments of the OBFS Business and Policy Manual via the following link:
http://www.obfs.uillinois.edu/manual/central_p/sec8-12.html

Consequently, I thought it would be helpful to again review the current policies and procedures for reimbursement of business meals and refreshments. These policies and procedures apply whether meals are purchased with the P-card or for employee reimbursement and while NOT in travel status:

1) An itemized receipt showing all food and liquor purchased is required. A credit card receipt listing only the total paid is not adequate documentation. The current allowable amounts are listed above for each of the categories. If the meal exceeds this requirement, the transaction will need to be approved by the Dean before either the P-card transaction can be reconciled or the employee reimbursement processed. The Office of Accounting and Receiving will be responsible for obtaining the Dean's signature once the proper documentation has been provided.

PLEASE NOTE: The department has elected to provide reimbursement for up to \$10 per person for liquor for business meals funded by the departmental seminar program. If the liquor exceeds this amount, the employee will be responsible for the balance. There is no departmental reimbursement for liquor if the funding source is non-departmental funds. For example, if you entertain a guest in your lab and the meal includes liquor, you will only be able to fund this expense with your own unrestricted gift funds. If you do not have unrestricted gift funds, no reimbursement is allowed and you must pay for the liquor costs with your own personal funds.

2) The reimbursement documentation should also include the purpose of the meal and the number of attendees. Please only list the actual number of attendees. If the meal exceeds the dollar limit given the number of attendees, we will obtain authorization from the Dean.

3) There are limitations on what type of funds can be used to pay for business meals and refreshments, depending on the attendees:

- a) Lab meeting with Physiology Staff only - personal funds
- b) Lab meeting with a guest from another department at UIC - gift funds
- c) Lab meeting with a guest from outside UIC - ICR or gift funds only

Section 8.13 of the OBFS Policy Manual outlines all the requirements for funding and allowability of business expenses and may be found at
http://www.obfs.uillinois.edu/manual/central_p/sec8-13.html

As always, Tom and I are happy to answer any questions you or your lab staff may have concerning these policies and procedures.

Thank you.