Business Meal Allowance Policy

It is important for us to be able to justify how we conduct ourselves on many fronts. The University appreciates all that employees do to decrease costs wherever and whenever possible. Things can be done better for less money on many fronts.

The following are guidelines for University-related travel geared toward one's professional development and/or representing the University at a professional event. Please note these guidelines do not apply to travel with students or when recruiting students. Specific guidelines have been developed for Athletics and Admissions. These guidelines are effective immediately.

For more information, please see the following:
http://www.centenaryuniversity.edu/finance-office/

The following apply to all staff and faculty. Meals are reimbursed on an actual basis and include:

- The cost of breakfast, lunch or dinner eaten by an individual traveler while away from the University on approved business travel.
- Reasonable and necessary meal expenses for business meetings involving only University staff during which focused business discussions take place.

Individuals who travel on University business are reimbursed for meal expenses according to actual, substantiated costs up to $50 a day. Travelers are required to provide detailed receipts or other appropriate documentation for all meals taken throughout the trip. Gratuities for meals are deemed part of the meal cost and will be reimbursed by the University provided these are reasonable (that is, do not exceed 20% of total meal cost). The University policy does not allow for the reimbursement of charges related to the purchase of alcohol.

Any meal costs in excess of the per meal limits requires prior approval. Any such requests for exceptions to these limits should be in the format of a formal written exception/authorization request from an Executive Staff member for documentation for Accounts Payable.

These thresholds are not per diems, and should not be charged as such. Travelers must submit individual receipts showing the actual cost of each meal no later than 30 days after the meals.