

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