MEMORANDUM

TO: EPSc Members  
FROM: Rich Heuermann  
DATE: September 5, 2003  
SUBJECT: Reimbursement for luncheons and dinners

The policies for reimbursement for expenses for meals shared with at non-University visitors are changed since last year. Department restrictions on the dinner amount have been removed. ArtSci and University restrictions are still in place and are summarized here for your convenience. Please pass this information along to anyone who wishes to be reimbursed for taking a seminar speaker, faculty applicant or graduate student applicant to lunch or dinner.

1) Limit: Lunch – $17.00 per person, excluding the visitor (Arts & Sciences rule).  
Dinner – $50.00 per person, excluding the visitor (Arts and Sciences rule).

2) Limit: $100.00 total for petty cash reimbursement (University Accounting rule).

3) Limit: 6 EPSc persons maximum per visitor (Arts and Sciences rule).

4) NOTE: Reimbursement in excess of $50 requires approval by the Dean's office, so they will presumably continue to monitor conformity to these guidelines.

5) Limit: No reimbursement for spouses unless visiting spouse is present (or unless spouse is faculty, grad student or research staff and is present in a science-related role) (University rule).

6) Requirements for Receipt  
a) Must list names of all who attended on receipt if total is 13 persons or fewer (Arts & Sciences rule following IRS requirement).  
b) Must indicate where you went if receipt does not identify restaurant.  
c) Receipt must indicate total amount of meal, especially if this is in excess of the allowable maximum (University Accounting).

7) Department limits:  
One lunch with EPSc students: $75.00

8) Effective July 1, 2001, an instrumentation facility account can be charged for these entertainment expenses, but only for a visitor whose presence directly benefits the facility. (So, for example, dinner for a research colleague would not be allowable, but dinner for a technician or scientist with expertise in the operation of the instrumentation would be allowable.) Start-up funds may be charged when it is appropriate to do so.

Exceptions to any of these restrictions can be approved, preferably in advance, only by the Chairman or by Colloquium Committee Chairman, Dr. Jan Amend. Exceptions to the Arts and Sciences restrictions must also be referred to the Dean. Exceptions to University restrictions require approval by Accounting. Costs in excess of the limits must otherwise be absorbed by the participants.