Policy 2.100
Personal Meals

This policy version was not current at the time of printing. Please see http://policies.emory.edu/2.100 for the current version.

Responsible Official: Vice President for Finance/Chief Finance Officer
Administering Division/Department: Procurement Services
Effective Date: April 01, 2010
Last Revision: March 31, 2010

Policy Sections:

I. Overview
II. Applicability
III. Policy Details
IV. Related Links
V. Revision History

Overview

The purpose of this document is to provide guidelines with regard to personal meals when traveling on behalf of the University.

Applicability

The Travel Policies apply to faculty, staff, students, and non-employees traveling on behalf of the University and seeking reimbursement or payment for travel-related expenses from Emory University funds, regardless of the funding source.

Policy Details

2.100.1 Traveler Responsibility

It is the responsibility of the traveler to act in a prudent and reasonable manner with personal meals while traveling on behalf of the University.

2.100.2 Responsibility of Higher Level Approvers

Higher Level Approver must ensure that:

- the traveler is aware of the Emory Travel Policy in advance of the travel;
- travel expenses were incurred while conducting authorized University business;
- travel expenses were necessary, reasonable and consistent with University policies and the stated business purpose;
- an expense report includes the required documentation; and
- travel expenses meet any and all Sponsored Program guidelines, if applicable.

2.100.3 Personal Meals

Personal meals are defined as meal expenses incurred when traveling on business and should only be considered for the days and hours of the actual business trip.
1) Travelers can expense their personal meals according to actual and reasonable costs accompanied by original, itemized receipts. Or, in lieu of receipts, travelers may claim a daily per diem, using the per diem rate set by the University at $50/day for both domestic and international travel.

2) Mixing meal expense methods for the same trip is not allowed.

3) Alcoholic beverages must be accounted for separately from meal expenses on the Expense Report, and will be charged to a separate account code.

4) Any missing original receipts for meals require completion of a “Lost or Destroyed Receipt Affidavit”, unless a daily per diem will be claimed for the entire trip in lieu of receipts.

5) Daily per diems should be prorated for less than a full day’s travel.

6) If claiming meal per diem, the traveler must supply proof that the event/conference attended did not supply meals.

Related Links

- Current Version of This Policy: http://policies.emory.edu/2.100

Revision History

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.