



## Policy 2.106 Business Meals

**Responsible Official:** Vice President for Finance/Chief Finance Officer

**Administering Division/Department:** Payment Services

**Effective Date:** February 14, 2013

**Last Revision:** February 13, 2013

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### Overview

The purpose of this document is to provide guidelines with regard to business/group meals incurred while conducting authorized University business.

### Applicability

All faculty, staff, students and non-employees conducting business on behalf of the University and seeking reimbursement or payment for expenses from Emory University funds, regardless of the funding source.

### Policy Details

#### Individual Responsibility

It is the responsibility of the individual seeking reimbursement or payment to act in a prudent and reasonable manner with business/group meals while conducting business on behalf of the University.

#### 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.

#### Business Meals Taken with Other Employees

Meals with other Emory employees are generally not reimbursable. Meals with Emory colleagues should be considered a personal expense unless one of the following is true:

- a) a non-Emory employee is also present and business is being conducted;

- b) the meal is in honor of an Emory employee's beginning or ending of employment at Emory or other significant Emory or professional achievement;
- c) business being conducted among Emory employees is such that it cannot be done in the office or another time. (An explanation of the reason why the meeting could not take place in the office must accompany the reimbursement/expense request); or
- d) rare or atypical instances where, with approval of a supervisor, employees may work during normal meal breaks with other employees, e.g., working lunches.

If under ten (10) attendees, provide a list of attendees' names, their titles, affiliation and the business purpose on the request for reimbursement or charge to an Emory account.

If ten (10) attendees or more, provide the total count of attendees and the business purpose on the request for reimbursement or charge to an Emory account.

When multiple employees are involved, the highest ranking employee of the hosting organization should incur the expense and submit it for reimbursement.

The preferred method of payment for meals is the Emory Corporate Card. If the corporate card is used, receipts under \$75 are not required. If personal funds are used and the total cost of the business meal is \$25 or greater, a summary receipt and itemized receipt is required as proper receipt documentation.

If personal funds are used and the total cost of the business meal is less than \$25, a summary receipt will suffice as the proper documentation.

#### Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.106>

#### Contact Information

| Subject                          | Contact       | Phone        | Email             |
|----------------------------------|---------------|--------------|-------------------|
| Procurement and Payment Services | Customer Care | 404-727-5400 | actspay@emory.edu |

#### Revision History

- Version Published on: Feb 24, 2011
- Version Published on: Feb 24, 2011
- Version Published on: May 28, 2010 (*Original Publication*)

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