Policy 2.106
Business Meals

This policy version was not current at the time of printing. Please see http://policies.emory.edu/2.106 for the current version.

Responsible Official: Vice President for Finance/Chief Financial Officer
Administering Division/Department: Payment Services
Effective Date: March 01, 2011
Last Revision: February 24, 2011

Policy Sections:

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

Applicability

All Faculty and Staff.

Policy Details

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.

If the total cost of the business meal is $25 or greater, a summary receipt and itemized receipt is required as proper receipt documentation.

If 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
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.