

Administrative Memo #257
Justification for Overages for Meal Reimbursements
December 2018

The goal of this memo is to encourage responsible use of Forestry funds and to facilitate prompt reimbursement or payment for meals.

Employees are required to adhere to the established OSU per diem rates when organizing meetings, events, and travel where meals and refreshments will be served. The established rates are per person. The only exception to these limits are for College Signature Events, such as those related to the Forestry Board of Visitors, the Starker Lecture Series, or activities related to faculty/leadership recruitment and donor/alumni development.

For these “signature” events, the reimbursement rate should not exceed the following limits, including beverages (tax & gratuity not included, see below):

- Breakfast: \$20 per person
- Lunch: \$30 per person
- Dinner: \$60 per person
- Gratuities/tips remain at 15% of the total bill (does not apply when the establishment adds a service charge in lieu of gratuity for larger parties)

If alcoholic beverages are included, they – and associated gratuities/tips – must be separately billed and submitted for direct payment through the OSU Foundation; alcohol may not be charged to OSU funds.

Employees seeking reimbursement or direct payment will provide the Business Center with itemized receipts, a guest list, and a business purpose for the meal.

Supervisors must approve the budget related to “signature events” prior to expenses incurred. As these College limits are already above the OSU limits, exceptions require written pre-approval from the Dean’s Office; only in unusual circumstances will approvals be granted post-expense. **See attached list of pre-approved signature events which do not require additional approval from the Dean’s Office.**

Approval:



Anthony S. Davis, Interim Dean

Date December 7, 2018