

Rates for Entertainment

The maximum per-person meal expenditures (including taxes, service, tips, and delivery charges) for persons being entertained and for the University employee who is the official host or participating at the request of the official host shall not exceed the following:

| | |
|--------------------|---------|
| Breakfast | \$26.00 |
| Lunch | \$38.00 |
| Dinner | \$64.00 |
| Light Refreshments | \$17.00 |

The reimbursement for a buffet reception cannot exceed the applicable meal rate associated with the type of buffet (i.e., breakfast, lunch, or dinner). Reimbursement for a brunch may be made using the lunch rate.

These rates are based on the limits set by Business and Finance Bulletin BUS-79 and shall be updated as modified by the Office of the President.

Reimbursement in excess of these rates must be approved in advance and must be due to circumstances that are unavoidable or necessary to accomplish a University business purpose.