



University Policy

expenses that further the mission and goals of the University.

The purpose of this policy is to define reimbursable non-travel related business meal and refreshment expenses, and to communicate the procedures for requesting and approving reimbursements.

All University employees and guests.

Meal: A catered, restaurant-provided breakfast, lunch, or dinner for which employees and/or guests are present for the purpose of conducting substantial and *bona fide* University business.

Refreshments: Coffee and other beverages, snacks, pastries, cookies, crackers, chips, fruit, etc.

Guest:



Allowable Expenses

Business meal and refreshments expenses should be reasonable. All requests for reimbursement or purchase of meal or refreshments must identify the number of attendees and provide a business purpose. The support should also indicate how many of the participants were employees or guests.

The maximum amount allowed for meals and refreshments per person is listed below (exclusive of taxes and gratuities). Taxes and gratuities are reimbursable. The maximum allowable reimbursement for gratuities is 20% of the non-tax portion of expenses. Any exception to the maximum allowable amount requires the approval of the respective Vice President, unless the Vice President is the requestor, in which case, the requestor shall obtain approval from the President.

Meals and Refreshments

Breakfast	\$20.00 per person
Lunch	\$40.00 per person
Dinner	\$60.00 per person

The University is tax exempt. It is encouraged to request tax exemption from the vendor. Contact Accounts Payable at accountspayable@neiu.edu or calling (773) 442-5146. -exempt number by sending an email to

Limitations & Unallowable Expenses

The purchase of alcoholic beverages with University funds is strictly prohibited.

Meal or refreshment expenses for any event honoring a public official cannot be reimbursed from State appropriations or grant funding sources.

Meal or refreshment expenses for prospective employee candidates must be approved by the hiring agent and should not include more than four University employees, unless approved by the respective Vice President or the President.

Meal or refreshment expenses paid from grant or contract funding sources must comply with all terms of the grant or contract agreement and must be approved by the Principal Investigator.

For all expenses related to meals and refreshments obtained for both University-sponsored events and non-University functions taking place on University property, please see University Policy E4.4 Selling and Serving of Food.

For all expenses related to University travel, please see University Policy F1.08.1 Travel Regulations.

In addition to the requirements above, and in accordance with IRS regulations, the University will pay or



Employees will submit reimbursement requests on an Expense Report in Workday and attach detailed/itemized original receipts. Employees are responsible for obtaining missing receipts from vendors. A Missing Receipt Affidavit (see Appendix) for expenses up to \$100 can be submitted if the employee is



unable to obtain a copy of the receipt from the vendor. The Missing Receipt Affidavit is to be signed by the employee and follows the same approval level and restrictions below.

The Expense Report will clearly state the business purpose and location, number of participants (indicate whether they were employees or guests), and be fully approved in Workday before any reimbursements are processed.

Expense Report approvals are based on the dollar amount of expenses listed in the table below. All . If the employee requesting reimbursement is the Vice President, the President approval is required. Any Expense Reports submitted for payment without the appropriate approvals, or without funds available to cover the expense, will be returned to the employee.

\$19,999	Financial Manager
\$20,000-\$99,999	Financial Manager, Vice President
\$100,000-\$249,999	Financial Manager, Vice President, President
\$250,000	Financial Manager, Vice President, President and Board approval

Reimbursement/purchase of meals for an event must include additional supporting documentation like flyers, or email announcements, etc.

For business meetings, an agenda with a list of attendees must be provided as additional supporting documentation.

Timely and complete reimbursement requests are the responsibility of the employee.



Certain procedures in this policy will be reformatted after implementation of new software systems.



University of Illinois System
Chicago State University
Northern Illinois University
Western Illinois University



Updated definitions, reimbursement amounts, procedure changes to Workday, and fixed document formatting December 12, 2023

Completed Public Comment period on July 27, 2023

Completed 3 rounds of internal review on June 1, 2023

09/04/2019 Removed reference to non-existing policy

Non-Travel Business Meal and Refreshment Expenses Reimbursement



Non-Travel Business Meal and Refreshment Expenses Reimbursement

F1.03.2

Effective date: 02/01/2009

Last Revised: 07/27/2023

Responsible Officer: Controller



Receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted. When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the requestor must submit a written statement explaining the circumstances and the steps taken to obtain a copy of the receipt.

Vendor Name: _____ on _____ for _____

The receipt was (check applicable):

- Lost
- Never Received
- Other: _____

Business Purpose of Transaction (Indicate if Travel-Related, Luncheon, Refreshment, etc.)

Person(s) involved: _____

Attached in person or by e-mail to the requestor's e-mail.

I understand that a Mission-Related Expense Reimbursement Request is subject to the University's policies and procedures regarding the reimbursement of such expenses. I understand that the University's policies and procedures regarding the reimbursement of such expenses are available on the University's website.

