Charging Meals to the University

Business Meals

- Business Meals must have at least 1 non-OSU employee in attendance whose presence is necessary.
- The University will not pay or reimburse business meal expenses that lack documentation or a clear business purpose.
- Expenditure amounts for business meals must be reasonable. Under this policy, expenditure amounts for meals (including alcohol and excluding taxes and tip) will be deemed reasonable if they do not exceed three times the current federal per-diem rate for that city, pro-rated 25% for breakfast; 25% for lunch; 50% for dinner.
  - Example: Columbus per diem is $59 per person, (59*.5)*3=88.5
- Do not submit the eRequest without the meal form being uploaded. Your request will be denied. Please resubmit once all the information is available in eRequest.
- Maximum tip amount for a business meal is 20%. If you tip more, that amount will be deducted from your reimbursement. If a meal was charged to a Pcard, you will have to reimburse the fund the additional amount of the tip.
- Meals charged to a project:
  - Check with the SPO to see if business meals are allowed to be charged to a project.
  - Complete the OSP Business Meal form (needs PI signature).
  - If a meeting is interrupted so that participants can travel to a restaurant, the meal is no longer considered to be a business meal and may not be charged to the sponsored project.
- The following items are needed per IRS rules:
  - Original, itemized receipt
  - Time, date, and place of meal
  - Business purpose
  - List of attendees and their affiliation

Meals at University Functions

- The policy states that expenses on university funds can be incurred for employees only on an occasional basis. Please interpret this as approximately once a semester or twice a year and non-exclusive to employees at your facility. Examples of proper use would be holiday parties, graduation celebrations, staff appreciation, and retirement celebrations. As mentioned previously, they should all be non-exclusive.
- Departmental holiday parties held off campus at a personal residence, require prior approval.
- Working lunches will not be covered with University funds.
- If you are having a meal at a University Function, please give plenty of notice.
Catered events

- Please use OSU approved vendors.
- Contact the caterer’s account representative to discuss needs and availability.
- Receive the final agreed upon quote from the supplier (including the University discounts).
- Create the eRequest using the eStores single Drop-off catering services line to place the order. Attach quote to eRequest. Quote number and other references should be included in the “Business Purpose” section of the eRequest. Sending an order without prior contact with the supplier may result in an undelivered order if the supplier has prior commitments on the same day/time.
- When using these contracted suppliers through eStores, you will not need to send their catering contracts to Purchasing for signature and contract review: all these contracted suppliers have agreed to our OSU Master Service Agreement.
- If you are having a catered event paid for by University funds, please give plenty of notice