Date: April 17, 2012

To: Mark Johnson, Manager, Arts & Sciences Business Center

From: Vince Remcho, Dean, OSU College of Science V.T.R

Subject: Justification for approving meal reimbursements

OUS per diems for hosting are currently established at the following rate limits: $13.00 for breakfast, $13.00 for lunch, and $26.00 for dinner. However in cases where restaurant menu prices cannot reasonably accommodate these limits, unit directors may authorize higher limits as follows:

- The reimbursement rate should not exceed $15.00 per person for breakfast, $20.00 for lunch, and $50.00 for dinner, including beverages.

All requests for reimbursements will be submitted through the business center.

If alcoholic beverages are included, they will be separated out and submitted by the business center for direct payment through the OSU Foundation. Reimbursement of alcoholic beverages is not allowed on OSU funds.

Gratuities/tips are not included for purposes of the limits stated above and may be reimbursed up to 15% of the total bill. The 15% limit does not apply when the establishment adds a service charge in lieu of gratuity. Any portion of tips or fees above these limits, or that are related to alcohol, will be separated out by the business center and reimbursed directly through the OSU Foundation.

Exceptions to these limits will require special written approval by the department chair of the hosting department stating why these limits are not sufficient. The goal and intent of this policy is to encourage responsible use of department funds and to facilitate rapid reimbursement.