



Oregon State University

College of Liberal Arts
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January 30, 2019

TO: Mark Johnson, Manager, Arts & Sciences Business Center
FROM: Larry Rodgers, Dean, College of Liberal Arts *LR*
RE: Justification for approving meal reimbursements

OSU per diems for hosting are currently established at the following rate limits: \$15.00 for breakfast, \$15.00 for lunch, and \$30.00 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 per person is \$18.00 for breakfast, \$30.00 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.

No more than three (3) persons should accompany a guest of the College for a reimbursable meal.

Exceptions to these limits requires written approval by the school director explaining the exception and will be reviewed by the CLA deans' office.