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

Subject: Approval for COS Hosting Meal Reimbursement

OSU per diems for hosting are currently established at the following federal rate limits: \$15 for breakfast, \$15 for lunch, and \$30 for dinner. However, in cases where restaurant menu prices cannot reasonably accommodate these limits, unit directors may authorize higher limits as follows:

- \$15 for breakfast
- \$20 for lunch
- \$50 for dinner

These maximum rates include all beverages (including alcohol) and desserts regardless of payment source (E&G, Foundation, etc.). Gratuities/tips are not included for purposes of the limits stated above and may be reimbursed up to 15% of the lesser of the total bill or authorized amount of meal expenses per the limits above. The 15% limit does not apply when the establishment adds a service charge in lieu of gratuity. No more than three OSU employees should accompany a guest of the College for a reimbursable meal.

All requests for reimbursements or invoices for direct payment to the restaurant 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. The host must identify a specific Foundation fund from which they have been given authority to spend, and which does not restrict this type of expense.

This memo ONLY provides an exception to per diem limits for meals with an "official guest" of the University, as defined in OSU fiscal policy. It does NOT provide an exception to per diem rates for meals covered under any other OSU policy. As described in OSU policy, employees are also still expected to use good judgement and act as good stewards of OSU and OSU Foundation funds. Expenses must be reasonable for the event and must provide a clear benefit to OSU and its mission. Employees should ask the budget authority, Dean, and/or business center about unclear cases prior to spending, or risk having to pay all or a portion of the expenses with their personal funds.

Exceptions above these limits will require prior approval of the Dean, Executive Associate Dean, or their designees.

DocuSigned by:  
  
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**Roy Haggerty**  
Dean