

Meals and Refreshments

Business Meals:

Incidental to a business meeting and attended by University employees, students and/or conference participants

Allows meeting to continue without interruption

Served at traditional meal time

- AUM generally recognizes breakfast from 7am-9am, lunch from 11am-1pm, and dinner from 5pm-7pm
- Limits: **\$15** for breakfast; **\$20** for lunch; **\$40** for dinner

Planning a meeting during a meal time does not automatically justify the food expense

Guest Meals:

Attended by **non-paid guests** of the University (e.g. interview candidates, guest lecturers, visiting scholars, other distinguished guests – not on PSAs)

Limited to actual expenses up to a total of **\$75** per day per person

Limited to **three** University employees without prior written approval

If the employee does not use the Purchasing Card, sales tax is required

Other:

Student functions must be held on campus; require flyer/invitation and itemized receipt. Receptions are only allowed for retirements

Required Supporting Documents for Business or Guest Meals and Refreshments:

1. Full agenda including time and location
2. Itemized invoice or receipt
3. Flyer/Sign-in sheet for events not open to all of campus
4. Business purpose

Unallowable Meals:

- **Business meals served at a location other than the meeting site**
- **Meals held prior or subsequent to the meeting agenda**
- **Meals provided for celebration or social functions or to promote fellowship**
- **Gratuity in excess of 20%**
- **Spousal meals**
- **Alcohol**

Refreshments:

Must be incidental and infrequent

*Note: In certain circumstances, it may be more appropriate to use Auburn University Foundation funding. **Prior approval** must be obtained in these instances.*