TITLE: Meals (Non-Travel Related) Proc #: 6-710

A. PURPOSE

The purpose of this guideline is to outline the reimbursement procedures for overtime and official business meals (non-travel related). Guidelines for reimbursable meal limits are contained in procedure 6-708. If actual expenditures are claimed, original itemized receipts must be available to support all charges.

B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

Individual travelers
Budget Unit Directors
Office of Finance

C. PROCESSING CYCLE

Daily or upon need arising for business travel

D. REQUIRED RESOURCE MATERIALS

Pre-Approval Request – online in Chrome River
Expense Report – online in Chrome River
Business Related Meal Expense Statement – online – Office of Finance website
Hotel Zero Balance Receipt
Misc. Receipts

E. GOVERNING POLICIES AND PROCEDURES

CAPP Section 20335 – "Travel Regulations" - most recent effective date
University Policies #1051 – Business Travel Policy
Internal Revenue Code Sections Governing Business Expenses
Office of Finance Policies and Procedures

F. CROSS REFERENCE TO OTHER PROCEDURES

CAPP Topic # 20310, "Expenditures"
CAPP Topic # 20315, "Prompt Payment"
CAPP Topic # 20336, "Agency Travel Processing"
U.S. General Services Administration (GSA) CONUS and OCONUS Rates
ODU Training Materials
Chrome River Training Guide
Office of Finance Procedure 6-708, Reimbursable Meal Limits

G. OTHER ODU OFFICES IMPACTED

Office of Finance – Accounts Payable

H. INVOLVEMENT EXTERNAL TO ODU

Vendors providing travel related goods or services to ODU employees on official University business.

I. PROCEDURE:

A. Business Meals

1. Generally, meal expenses must involve an overnight stay to qualify for reimbursement. In these instances, the traveler must adhere to the travel policies, procedures and regulations outlined for overnight meals and reimbursable meal limits.

2. Individuals who are not in a travel status are eligible for meal reimbursement if they participate in a business meal. *Individuals in travel status may occasionally attend meals that qualify as business meals*. Such meals occur while the individual is on official business and MUST:

a. Include Agency Head (or designee) approval.

b. Involve substantive and bona fide business discussions. You must provide specific details about the benefits to the University **(REQUIRED)**.

Failure to provide sufficient detail will result in the meal being reported as income.

c. **Include the *original itemized receipt* (REQUIRED).** The original itemized receipts must be **ce**ntrally maintained in a department file, and copies of the receipts must be attached to the Expense Report.

Failure to provide an itemized receipt may result in your reimbursement being denied OR the reimbursement being added to your taxable income.

d. List by name all persons involved in the meal and the reason for the meal (complete the **Business Related Meal Expense Statement**). If the reimbursement is for a group of conference participants, identify the number of people fed and provide an explanation of additional meals, if necessary (i.e., coverage of walk-ins).

e. Business meal expenses are reimbursed for *actual expenses* **up to the amount shown for the applicable meal in the M&IE Rate Table**, excluding the incidental allowance.

The Budget Unit Director's (BUD) approval of the Expense Report will authorize reimbursement of non-travel related business meal expenses up to 50% over the applicable per diem guideline with sufficient justification and the itemized receipt.

The Assistant Vice President for Finance/University Controller will review the Expense Report for any excess meal expenses that are more than 50% over the applicable per diem guideline.

f. **For individuals in travel status, the per diem allowance applicable to the business meal must be clearly excluded from the daily reimbursement**.

3. The information reflected on the ***Business Related Meal Expense Statement*** must be submitted when employees request reimbursement for themselves and others for business-related meals that are to be considered non-reportable. The following information must be contained on the form:

a. Date (day, month, and year of the meal)

b. Dollar amount of meal expenses (receipt required)

c. Number of meals (i.e., you are claiming reimbursement for the group of attendees meals)

d. Location (city and state) where meal was taken (determines the reimbursement rate)

e. Meal taken (breakfast, lunch, dinner)

f. Attendees (List the name, agency/company, and title of each person)

g. Description of business discussed (purpose of the meal)

h. Benefits to the University – you must provide a description of the benefit to the University.

Failure to provide sufficient detail will result in the meal being reported as income.

i. **Certification Statement** -- by signing this form, the traveler certifies that the meal expenses claimed on the form are business-related, that they involved a substantive and bona fide business discussion related to the

University's well-being, and that the meeting provided benefits to the University. The employee's signature, title, date must be entered on the form ***(required).***

4. Failure to submit the **Business Related Meal Expense Statement** OR provide a description of the business discussed and the benefits to the University in the comments section will result in the delay of your Expense Report being processed in Chrome River.

B. Overtime Meals

1. Reimbursement for an overtime meal for a traveler not on overnight travel status may be allowed when overtime must be worked for official business reasons.

2. An overtime meal allowance is a fixed dollar amount allowed while working or traveling in an overtime status.

3. Overtime status is when working or traveling time occurs beyond an employee's normal scheduled work hours *but not overnight*. An overtime meal allowance does not apply during overnight travel. In the case of overnight travel, per diem rates apply.

4. An overtime meal allowance is allowed when overtime worked is:

a. Essential to the agency's mission
b. Permitted by agency (departmental) policy
c. Approved by appropriate departmental personnel, and
d. In excess of the employee's normal scheduled work hours. **(Note: scheduled work hours and overtime hours worked for overtime meals must be included when claiming overtime meal reimbursement.)**

5. In order to claim an overtime meal, the departure and arrival (return) times must be provided**.**

6. Agencies are required to comply with IRS regulations regarding reportable meals. **An overtime meal allowance based on the number of hours worked *is* considered taxable wages**.

7. Taxable overtime meal reimbursements must be submitted to Payroll for processing.

QUALIFICATIONS AND ADDITIONAL REQUIREMENTS FOR OVERTIME MEAL ALLOWANCE				
Number of hours worked or traveled	When overtime occurs	Overtime meal allowance permitted		Additional information to be documented
		Within official station	Outside official station	
2 or more overtime hours	**during** a normal workday	$5.00	$7.50	Workday and overtime start/end times
5 or more overtime hours	on a Saturday, Sunday, holiday or an alternate work scheduled day off*	$5.00	$7.50	Overtime start and end times
10 or more overtime hours	on a Saturday, Sunday, holiday or an alternate work scheduled day off*	$10.00	$15.00	Overtime start and end times
NOTE: Or if comparable overtime is necessitated by shift schedule or beyond a routine, scheduled 40-hour work period.				

Records Retention:

All original travel documentation for reimbursements processed in Chrome River must be centrally maintained in a department file for a minimum of three (3) years and/or until audited by the Auditor of Public Accounts (APA) and/or Department of Accounts (DOA) per CAPP Topic 20310. After three years, all records may be disposed of in accordance with the University's Records Management Program.

Contacts:

For questions regarding this procedure and/or practice contact the Accounts Payable Manager at 683-4813 or the Accounts Payable Travel Supervisor at 683-5020.