Meal Reimbursement

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Scope

All employees of the University of Nebraska (UNO).

Policy Statement

The conduct of official university business is essential to establish a legitimate use of university funds for the purchase of meals.

Reason for Policy

All meal reimbursement requests must include:

1. Business Purpose and Agenda
2. List of Participants
3. Receipt

• University employees may not use university funds to purchase a meal for him/herself alone.
• The use of university funds to purchase meals for a group consisting solely of university personnel and conducting university business is not legitimate, unless the conduct of such university business could not be satisfactorily accomplished in any other way.
• The use of university funds to purchase meals when a university employee is hosting a guest of the university may be justified. Justification for the use of university funds in such instances rest upon the conduct of official university business.
• Alcoholic beverages are not allowed. (This could be processed by foundation.)
• Meals with spouses in attendance requires a specific business reason for their attendance.

**History**

This policy was developed and approved prior to the implementation of the campus policy development and approval process approved by the Chancellor’s Cabinet in October 2015.

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