

Meal reimbursement guidelines 8.26.13

Dear Department and Program Directors:

In order to be a responsible steward of university funds, Newcomb-Tulane College will be implementing a travel meal expense policy, effective September 1, 2013. This policy is equivalent to the one recently adopted by the Development Office for all meal reimbursements.

Expenses for your personal breakfast, lunch and dinner should not exceed \$65 per day, and in general should stay within these limits:

Breakfast	\$15
Lunch	\$20
Dinner	\$30

Expenses over and above the total dollar amount allowed for meals without an exceptional justification are the responsibility of the traveler, and will not be reimbursed by the university.

Receipts itemizing each meal must be provided for all dining expenses. If you have paid for guests, the names of all guests must be included on the receipt for all dining expenses. Alcoholic beverages will only be reimbursed if the dinner includes non-Tulane employees, in line with published University policy.

I thank you in advance for working within these guidelines. If you have any questions, please contact Nicola Wolf in the Dean's Office.

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