Guideline:

Group Meals & Entertainment

- Reimbursement for business meals whether traveling or at local events for the purpose of conducting University business should **not exceed $100 per person (total meal cost including alcohol, tax and tip)**.
- When sound business reasons necessitate that business meals exceed $100 per person (up to $125 per person), the excess cost of the business meal must be approved by the YSM Controller's office, however, some or all of the costs in excess of $100 per person could be disallowed.
- **Per meal expenses in excess of $125 per person will not be reimbursed except in unusual circumstances that are pre-approved.**

Individual Meals

- Travelers will be reimbursed for reasonable meal expenses.
- Travelers may choose to be reimbursed for the actual meal expenses, or they may opt for the Meals and Incidental Expense (M&IE) per diem allowance.
- Travelers may not combine the two methods on the same trip.
- The per diem rate for a particular meal should not be used when meals were paid for by a host or included in conference registration fees.
- Incidental expenses included in the domestic per diem rates are tips for services and in the International per diem rates are laundry, tips for services and dry cleaning. These are not reimbursed separately. Laundry and dry cleaning are not included in the domestic per diem rates.

Procedure:

- **An individual's T&E expenditures should be approved by his supervisor.** While a subordinate can review the technical aspects of the expenditure and reimbursement, the approval for the expenditure should be done by the supervisor or another authorized supervisor in the unit.
- **Chairs’ and Administrators’ T&E**
  

University Policy 3302 – Business Meals, Entertainment and other Social Events

[https://your.yale.edu/policies-procedures/policies/3302-business-meals-entertainment-and-other-social-events](https://your.yale.edu/policies-procedures/policies/3302-business-meals-entertainment-and-other-social-events)

University Procedure 3301 – Travel on University Business

[https://your.yale.edu/policies-procedures/policies/3301-travel-university-business](https://your.yale.edu/policies-procedures/policies/3301-travel-university-business)

Please contact the YSM Controller’s Office – Ken Hoyt, 785-4449, with any questions on these guidelines.