



# FLORIDA INTERNATIONAL UNIVERSITY OFFICIAL UNIVERSITY PROCEDURE

## *University Community, University President*

<b>SUBJECT (R*)</b> FIU Foundation, Inc. Employee Business Meal Reimbursement Procedure	<b>EFFECTIVE DATE (R)</b> Approved by BOD 11/28/07 Revised 07/01/09	<b>PROCEDURE NUMBER</b> TBA
<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R)</b> FIU Foundation Inc. University Park, MARC 531 11200 SW 8 <sup>th</sup> Street Miami, FL 33199	<b>RESPONSIBLE UNIVERSITY OFFICER (R)</b>  Aime Martinez Assistant Vice President - FIU Foundation Inc.	

### PROCEDURE STATEMENT (R)

This procedure describes the process required to obtain reimbursement or payment by Foundation funds for business meal expenses between employees. All reimbursement requests made to the FIU Foundation must include a completed foundation invoice form. The most senior individual attending the session should be the individual submitting the expense for reimbursement to his/her supervisor for approval. If spouses or other non-employee guests participate in any of the events, the department's corresponding Vice President, or designee, shall approve the expense along with an explanation of benefit to the university.

All authorized signers approving invoices must be more senior in the university than the employee being reimbursed or the employee responsible for payment to a vendor, except for invoices for the University President. The University Chief Financial Officer or designee must approve invoices for University President expenses. The Provost must approve invoices for Deans.

All reimbursement requests must be faxed to 305-348-1355 within 60 days from the date incurred and must include original supporting documentation, including:

- an itemized expense receipt, and payment receipt
- a credit card receipt (if applicable) to indicate proof of payment as well as who paid,
- a list of meeting attendees, and
- a detailed statement regarding the benefit of the meeting

The original documentation must be maintained in the originating department for 5 years per auditing purposes.

The allowable events and reimbursement limits are as follows:

1. A meal expense incurred as part of an "on campus" working session or an "on campus team retreat" when disruption of an ongoing business meeting or the nature/timing of the business matter prevents breaking for breakfast, lunch or dinner and meals are purchased on campus or delivered to the campus. The expense for meals associated with an "on campus" working session or "on campus team retreat" will be capped at \$20 Breakfast, \$30 Lunch and \$50 Dinner per attendee. Snacks provided during an "on campus" meeting will be capped at the \$20 breakfast per diem rate. The "on campus" per diem cap rates are inclusive of food, non-alcoholic beverage, tax, delivery charge. Tips are exclusive of the per diem cap but shall not exceed 20% of the bill. The FIU Foundation will not provide reimbursement for any alcoholic beverage for an "on campus" working session.
2. A meal expense incurred as part of an "employee appreciation" event such as a holiday luncheon, a retirement reception, an award ceremony, special morale affair, or a celebration of achieving departmental goal where employees of the department are invited: The expense for meals associated with an "employee appreciation" meal will be capped at \$20 Breakfast, \$30 Lunch, and \$75 Dinner. The "employee appreciation" per diem cap rates are inclusive of food, beverages, tax. Tips are exclusive of the per diem cap but shall not exceed 20% of the bill.

3. A meal expense incurred as part of an “off campus” employee meeting when the meeting is conducted during breakfast, lunch, or dinner: The expense will be capped at \$20 Breakfast, \$30 Lunch and/or \$50 Dinner. Snacks provided during an “off campus” meeting will be capped at the \$20 breakfast per diem rate. The per diem cap rates are inclusive of food, beverages, tax. Tips are exclusive of the per diem cap but shall not exceed 20% of the bill.

These limits may be exceeded for University President sponsored events with an explanation why and approval of the Chief Financial Officer or designee.

If a meal reimbursement is requested for an event that does not abide by the procedure or does not have a business justification, the employee will not be reimbursed. If the requested reimbursement exceeds the stipulated amount, the employee will only be paid the limit documented in this procedure. A repeat violation of this procedure will result in notification to the employee’s supervisor.

A meal expense limit may be increased in the infrequent occasion whereby the overhead or service charges associated with the event increase the per person expense above the limits outlined above. This exception requires prior approval by a Vice President.

**RELATED INFORMATION (O\*)**

FIU Foundation, Inc. Employee Business Meal Reimbursement Policy

**CONTACTS (R)**

Administrative Office’s Address	Telephone Number	Fax Number
<p>Aime Martinez                      Assistant Treasurer, Business Manager - FIU Foundation Inc.                       University Park, MARC 531                      11200 SW 8<sup>th</sup> Street                      Miami, FL 33199</p>	<p>305-348-2679</p>	<p>305-348-3824</p>

**DEFINITION (R)**

Employee meals – An employee meal encompasses food, beverages, taxes, delivery charge and tips whereby tips shall not exceed 20% of the total bill.

Florida International University Foundation, Inc. Invoice – The form required by the FIU Foundation for reimbursement of expenses.

**RESPONSIBILITIES (O)**

FIU Foundation, Inc. – Monitor, review and facilitate reimbursement  
 Supervisors and/or authorized account signers approving meal reimbursement requests - Responsible for enforcing this procedure  
 University Community, University President – Adherence to procedure

**FORMS/ONLINE PROCESSES (O)**

Florida International University Foundation, Inc. Invoice Form

**\*R = Required      \*O = Optional**

## Business Meals between Employees Reimbursement Funding Comparison Chart

	<b>FIU FOUNDATION</b>
<p><b>ON CAMPUS WORKING SESSION MEALS, ON CAMPUS TEAM RETREAT</b> (i.e.: any meal between employees purchased on campus or delivered to the campus when either a meeting must occur during a meal time or a meal is part of the meeting.)</p>	<p>Meals – Capped at \$20 Breakfast, \$30 Lunch, \$50 Dinner per attendee</p> <p style="text-align: center;">Meeting Snacks - Capped at \$20 breakfast</p> <p style="text-align: center;">Per diem includes food, non-alcoholic beverage, tax, delivery</p> <p>Tip exclusive of per diem and shall not exceed 20% of total bill</p>
<p><b>EMPLOYEE APPRECIATION MEAL</b> (i.e.: holiday luncheon, retirement reception, award ceremony, special morale affair, department goal celebration.)</p>	<p>Meals - Capped at \$20 Breakfast, \$30 Lunch, \$75 Dinner</p> <p style="text-align: center;">Per diem includes food, beverage, tax</p> <p>Tip exclusive of per diem and shall not exceed 20% of total bill</p>
<p><b>OFF CAMPUS EMPLOYEE MEETING</b> (i.e.: a meal between employees during an off campus meeting, off campus strategic planning meeting)</p>	<p>Meals - Capped at \$20 Breakfast, \$30 Lunch, \$50 Dinner</p> <p style="text-align: center;">Meeting Snacks - Capped at \$20 breakfast</p> <p style="text-align: center;">Per diem includes food, beverage, tax, delivery</p> <p>Tip exclusive of per diem and shall not exceed 20% of total bill</p>