

SEBS and NJAES

Business Meal Allowance Policy Guidelines

The following SEBS and NJAES guidelines should be followed for New Jersey (local) business meals, entertainment, and reception expenses. The guidelines are consistent with, and elaborate upon, the University policies and procedures as outlined in University Policy 40.4.1 and Travel and Expense Management Procedures which can be found at:

[40.4.1 - current.pdf](#) and <https://procurementservices.rutgers.edu/travel-and-expense>.

General questions about the policy should be directed to the SEBS Office of Financial and Business Administration (Business Office).

BUSINESS MEALS

The University will reimburse a business meal expense with proper Rutgers business justification when deemed necessary, reasonable, and appropriate by a Dean or Director. Business meals are meals with a substantiated business purpose and are directly associated with University business. **Acceptable reasons for business meals include meals with a guest speaker, prospective faculty, staff, or students.** These meals are limited in terms of the number of attendees (not more than four), and the total cost should be reasonable and prudent.

Business meals which only include other Rutgers colleagues in local restaurants are not reimbursable. **Local meals with colleagues are considered a personal expense.**

Business meal expenses include food, beverages, catering services, and banquet facilities. Payments for a caterer, facility, or transportation of food are processed using a University purchase order unless approved in advance. Compliance with both University and funding source regulations still applies. Business meals must adhere to the following rules:

- **Breakfast**- cost not to exceed \$20 per person (including food, beverage, tax, and gratuity)
- **Lunch** - cost not to exceed \$30 per person (including food, beverage, tax, and gratuity)
- **Dinners**
 - Dinner for Rutgers faculty members while entertaining a guest not to exceed \$60 per person (including food, beverage tax, and gratuity).
 - Dinner for a guest not to exceed \$70 per person (including food, beverage, tax, and gratuity).

There may be exceptional circumstances that would justify a higher cost for guests, but these will require prior approval from the Executive Dean with a clearly stated and strong Rutgers business justification.

To be reimbursed for a business meal, individuals must submit the following:

- Business purpose with a list of attendees
- The name of the attendees
- Meal receipt with proof of payment

Reimbursement for alcoholic beverages is not permitted on state and federal accounts. Regardless of the fund source, we should be fiscally responsible when administering University funds. In addition, University resources, which include but are not limited to unrestricted/discretionary funds, may not be used for social functions held for honoring any faculty or staff members of the University (retirement, staff recognition, holiday parties, etc.).