



## College of Earth, Ocean, and Atmospheric Sciences

Oregon State University

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### Guideline on Reimbursement for Hosting Guests

In order to reimburse for costs associated with hosting guests (e.g., guest speakers, faculty candidates), OSU requires a list of attendees, an itemized receipt, and the guest's itinerary for his/her visit for complete reimbursement of entertainment expenses. Reimbursement rates from OSU are approximately: breakfast \$14.25; lunch \$14.25; dinner \$28.50. Alcoholic beverages are not reimbursable by the University. OSU will reimburse on "reasonable costs" for meals and will reimburse for a tip of up to 15% of the allowable charge. This tip restriction does not apply when the establishment adds a service charge for larger groups.

Alcohol may be reimbursed from certain CEOAS OSU Foundation accounts, at the Dean's discretion. Approval from the dean is required prior to the event. If alcohol is approved, a separate itemized receipt for the alcohol portion (and alcohol tip portion) is required, a list of attendees, an itemized receipt, and the guest's itinerary for his/her visit for complete reimbursement of entertainment expenses along with credit card statements if charged to a credit card.

Spousal/partner meals are not reimbursable except when a candidate or official guest brings his/her spouse to a hosted event. In this case only, an employee spousal/partner meal is allowable for reimbursement. The number of employees with accompanying spouse/partners should be reasonable for the occasion.

When official guests or candidates are entertained at an employee's home, the employee can request reimbursement for food and supplies purchased for the function. The employee must submit a Personal Reimbursement Request form listing the items purchased and their costs along with an itemized sales slip. CEOAS Accounting will assist you in preparing this form.

Transportation costs, such as personal car mileage, taxi, etc. may be reimbursed when they involve getting the official guest to and from the proper location.

***Reimbursement requests should be turned in to the Travel mailbox or at the travel desk in CEOAS Accounting. [travel@coas.oregonstate.edu](mailto:travel@coas.oregonstate.edu)***