

## **Policy on Meal Allotment and Reimbursement for Student Clubs/Organizations**

In very rare circumstances Student clubs/organizations have a meal off campus with their advisor. The chart outlines the amount per person that the University allows for reimbursement.

Breakfast	Up to \$5 per person
Lunch	Up to \$10 per person
Dinner	Up to \$15 dollars per person

\* Above amounts do not include tip and gratuity.

- Student clubs/organizations that wish to have a group meal must apply for funding through the Funding Review Board. The specifics of the meal plan must be outlined on the Funding form.
- Student clubs/organizations that have other means of funding (not through the Funding Review Board) must discuss with their budget directors and receive written approval prior to the group meal.
- The price chart is the maximum amount allowed for dining on and off campus.
- Unless required by the restaurant, reimbursements for tip and gratuity will not exceed 15%.

**Note:** Group Meals are different than an organization holding an event that is open to the entire campus community. Please contact the Assistant to the Director of Student Activities if you have any questions.

- All receipts must be saved and turned in for reimbursement. Receipts under \$25 will be reimbursed by means of petty cash. All other reimbursements will be processed through the Business Office.