



Financial Policy Highlights:
Reimbursement/Payment for
Meals While Recruiting Employees

(Policy 2.1.4 – Meal Expenses; Policy 2.1.2 Employee Recruiting Expenses)

1. Meal expenses incurred while recruiting an employee are either business meals and/or overnight travel. See those sheets for specifics.
2. When recruiting for a high level position (e.g., department chairs, eminent scholars, deans or vice presidents), meals and other entertainment expenses may exceed the federal per diem with pre-approval (<http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/preapproval.pdf>) by the president, senior vice president, vice president or dean but must not exceed \$200 per person per day.
3. Receipts and other required documentation should be submitted with reimbursement paperwork or kept with the P-Card statement. A P-Card may be used for business meals but cannot be used for alcohol purchases. If using a P-Card to pay for a meal that includes alcohol purchases, ask for a separate bar bill.

This checklist is intended to provide policy highlights; the policy can be viewed in its entirety at <http://www.uc.edu/af/policies>.

Note: organizational units may have more restrictive policies.