**Department of Sociology**

**BUSINESS MEAL GUIDELINES**

Updated 10/08/21

**GUIDELINES**

1. Attendees are limited to three (3) OSU participants and one (1) guest unless otherwise pre‐ approved.
2. Meal expenses are limited to:
3. $25/person (excluding tip) for breakfast and lunch.
4. $55/person (including alcohol but excluding tip) for dinner.
5. Alcohol with business meals:
6. No alcohol at breakfast or lunch.
7. $20/person maximum (excluding tip) at dinner; a separate receipt is NOT required.
8. Tips cannot exceed 20%. If charged to the pcard, the card user is responsible for reimbursing the department any amount over 20%.

**PAYMENT OPTIONS**

1. Department procurement card/pcard (preferred option)
2. The host checks out the pcard from Carol Bitzinger (Bitzinger.1@osu.edu) or another staff member in 238TO. The host is responsible for the security of the card; overnight usage requires pre‐approval.
3. Pcard purchases are TAX EXEMPT (Tax‐exempt number 31‐6025986). The host needs to inform the restaurant of this and ensure tax is not charged; if tax is charged, the host needs to obtain a refund or reimburse the department for it.
4. The host returns the p‐card, receipt(s) and completed Business Meal Form to Carol as soon as possible following the meal.
5. Reimbursement:
6. The host uses his/her personal funds to pay for the business meal.
7. The host submits the receipt(s) and completed Business Meal Form to Carol for reimbursement; payment processing usually takes 1‐2 weeks.

**DINING ON CAMPUS**

1. Bistro 2110 at the Blackwell Inn
2. (NEW) The host checks out the Blackwell Card from Carol and charges the meal to the card. The host returns the card, receipt(s) and completed Business Meal Form to Carol as soon as possible following the meal.
3. The host may charge the meal to the guest’s hotel room and then submit the receipt and completed Business Meal Form to Carol. If the guest is not staying at the Blackwell, the host may use the pcard or be reimbursed for the expense.
4. Faculty Club
5. The host signs the bill and returns the receipt and a list of the attendees to Carol.
6. Gratuity iS included at the Faculty Club so tipping is not necessary.