

Department of Sociology
BUSINESS MEAL GUIDELINES

Updated 1/11/17

GUIDELINES

1. Attendees are limited to three (3) OSU participants and one (1) guest unless otherwise pre-approved.
2. Meal expenses are limited to:
 - a. \$25/person (excluding tip) for breakfast and lunch.
 - b. \$55/person (including alcohol but excluding tip) for dinner.
3. Alcohol with business meals:
 - a. No alcohol at breakfast or lunch.
 - b. \$20/person maximum (excluding tip) at dinner; a separate receipt is NOT required.
4. 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*)
 - a. The host checks out the pcard from Karissa Wess (wess.10@osu.edu) or another staff member in 238TO. The host is responsible for the security of the card; overnight usage requires pre-approval.
 - b. Pcard purchases are TAX EXEMPT (tax exempt # is on the card). 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.
 - c. The host returns the p-card, receipt(s) and completed [Business Meal Form](#) to Karissa as soon as possible following the meal.
2. Reimbursement:
 - a. The host uses his/her personal funds to pay for the business meal.
 - b. The host submits the receipt(s) and completed [Business Meal Form](#) to Karissa for reimbursement; payment processing usually takes 1-2 weeks.

DINING ON CAMPUS

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