



### **Hosting Pre-Approval Form for Meal Overages**

In order to be good stewards of the funds the College and OSU are able to secure, employees are required to adhere to the established OSU per diem rates when organizing meetings, events, and travel where meals and refreshments will be served. The established rates are per person. The only exception to these limits are for College Signature Events, such as those noted on the attachment.

Employees seeking reimbursement or direct payment will provide the Business Center with itemized receipts showing the method of payment, a guest list, and a business purpose for the meal. In all cases of overages, supervisors and the Dean's Office must approve the budget related to meal expenses prior to expenses being incurred. Only in exceptional cases will expenses be approved post-event.

If alcoholic beverages are included, they – and associated gratuities/tips – must be separately billed and submitted for direct payment through the OSU Foundation; alcohol may not be charged to OSU funds.

For “signature” events, the reimbursement rate should not exceed the following limits, including any beverages (alcoholic or non-alcoholic even though they may be billed separately). Tax & gratuity are not included in the per person rate below:

- Breakfast: \$20 per person
- Lunch: \$30 per person
- Dinner: \$60 per person
- Gratuities/tips remain at 15% of the total bill (does not apply when the establishment adds a service charge in lieu of gratuity for larger parties)

Event Name: \_\_\_\_\_

Is this a signature event? Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Number of Attendees (incl. invitee list): \_\_\_\_\_

Estimated Rate for Meal per person (incl. menu): \_\_\_\_\_

Host Name: \_\_\_\_\_

Supervisor Signature of Approval: \_\_\_\_\_

Dean's Office Signature Approval: \_\_\_\_\_