

Administrative Memo #257
Justification for Overages for Meal Reimbursements
December 2018

The goal of this memo is to encourage responsible use of Forestry funds and to facilitate prompt reimbursement or payment for meals.

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 related to the Forestry Board of Visitors, the Starker Lecture Series, or activities related to faculty/leadership recruitment and donor/alumni development.

For these “signature” events, the reimbursement rate should not exceed the following limits, including beverages (tax & gratuity not included, see 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)

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.

Employees seeking reimbursement or direct payment will provide the Business Center with itemized receipts, a guest list, and a business purpose for the meal.

Supervisors must approve the budget related to “signature events” prior to expenses incurred. As these College limits are already above the OSU limits, exceptions require written pre-approval from the Dean’s Office; only in unusual circumstances will approvals be granted post-expense. **See attached list of pre-approved signature events which do not require additional approval from the Dean’s Office.**

Approval:



Anthony S. Davis, Interim Dean

Date December 7, 2018

APPROVED "SIGNATURE EVENTS"

1. Board of Visitors, IWFL, FWHMF, Forestry Education Council, Educator's Day
2. Co-op Meetings with Funding Organizations
3. Homecoming Tailgate
4. SAF Alumni Reception or other pre-planned hosted event
5. Starker Lecture Series
6. Spring Awards Banquet
7. Oregon Logging Conference luncheon
8. Donor visits to Corvallis or by faculty traveling to the donor location (meals only when donor is hosted and the intended audience; not travel expenses for college personnel)
9. IUFRO Meetings hosted by College or Faculty (not just attendance; faculty must be a chair of committee expected to host)
10. Pacific Logging Conference College or faculty chair hosted events
11. FNR Extension Summer Pre-planning Meeting (for meals that include external stakeholders only; not employee-only portions)
12. Guest lecture appreciation meals if guest is not paid for speaking
13. Recruitment meals for tenure-track faculty or senior administrators
14. Conferences: faculty who chair committees and have a pre-planned hosted event, may meet the signature event requirement – case by case review. Post-conference approval will not be granted as any hosted meetings should have been planned well in advance of any conference.

NOT SIGNATURE EVENTS

1. Internal College or OSU audience events (deans awards, holiday gathering, all-college meetings, FEC, strategic planning sessions, statewide employee meetings, etc.)
2. Departmental meetings/events
3. Staff appreciation activities/events
4. Student events, whether recruitment or current
5. WFGRS
6. Capstone activities or defenses
7. Commencement Dinner