

Meal Reimbursement Policy

The department's reimbursement policy for faculty, postdocs, and graduate students who have meals with seminar speakers, visiting prospective faculty and graduate students is as follows.

As of 4/10/2025, the group sizes have been reduced to limit discretionary spending, per President Cauce's University-wide directive. Please see below for details.

Breakfasts

- **Group size maximum is two (2), including guest.**
- **\$19.00** per faculty or student meal is reimbursable (includes meal, tax, tip).
- Full reimbursement for guests' meal.
- No alcohol will be reimbursed.
- Submit a list of participants along with the Reimbursement Request and itemized receipt; indicate the speaker's meal items on the receipt (circle, star, or note in some other manner).

Lunches

- No group size limit set, but the reimbursement total is limited to the equivalent of **guest plus three (3)** faculty **or** student meals.
- **\$22.00** per student or faculty meal is reimbursable (includes meal, tax, tip).
- Full reimbursement for guest's meal.
- No alcohol will be reimbursed.
- Submit a list of participants along with the Reimbursement Request and itemized receipt; indicate the speaker's meal items on the receipt (circle, star, or note in some other manner).

Dinners with Colloquium Speakers

- No group size limit set, but the reimbursement total is limited to the equivalent of **guest plus two (2)** faculty **or** student meals.
- **\$70.00** per faculty or student meal is reimbursable (includes meal, tax, tip).
- Full reimbursement for guest speaker's meal.
- No alcohol will be reimbursed.
- Submit a list of participants along with the Reimbursement Request and itemized receipt; indicate the speaker's meal items on the receipt (circle, star, or note in some other manner).

Dinners with Job Candidates

- No group size limit, but the reimbursement total is limited to the equivalent of **guest plus four (4)** faculty **or** student meals.
- **\$80.00** per faculty or student meal is reimbursable (includes meal, tip, tax).
- Full reimbursement for job candidate's meal.
- No alcohol will be reimbursed.
- Submit a list of participants along with the Reimbursement Request and itemized receipt; indicate the speaker's meal items on the receipt (circle, star, or note in some other manner).

Coffee Meetings

We do not provide reimbursement for coffee meetings. If a visitor or speaker wishes to have coffee, it should be ordered with lunch, or the visitor can request reimbursement with their travel expenses.

Budget Information

Meals are charged to the department's discretionary budget Friends of Earth and Space Sciences.

Update History

April 10, 2025; January 23, 2023.