



VICE PRESIDENT—FINANCIAL MANAGEMENT

OFFICE OF THE PRESIDENT
1111 Franklin Street, 10th Floor
Oakland, California 94607-5200

July 7, 2000

VICE PRESIDENTS

Subject: Meals with Business Associates from the Same Work Location

I am writing to clarify the rules regarding the reimbursement of meals when employees from the same work location have lunch together. Under Business and Finance Bulletin, BUS 79, Entertainment, the cost of meals for employees from the same work location may be reimbursed by the University if the meals are a *necessary and integral part of a business meeting that is directly concerned with the welfare of the University*, e.g., a working lunch is included as part of a *scheduled meeting* and the meeting takes place over an extended period of time.

An employee also may be reimbursed for lunch with other employees from the Office of the President if, because of scheduling conflicts, the only convenient time to hold a meeting is during lunchtime. However, documentation must be provided to substantiate that the meeting had to be held over lunch.

Reimbursement will not be allowed in the following situations:

- Two or more employees from the same work location choose to go to lunch together to continue their business as an *incidental* part of a meeting;
- The meeting could have been scheduled during regular working hours; or
- Having lunch together was a matter of personal convenience.

Documentation justifying that such a meeting was necessary must be submitted with the Entertainment Check Request. If you have any questions, please call Kathleen Wesner at 987-9248.


Anne C. Broome

cc: President Atkinson
Senior Vice President Kennedy
Provost King
General Counsel Holst
Treasurer Small
Secretary of The Regents Trivette
Assistant Vice Chancellor Abeles
Director Wesner