OCTOBER 2019 BRC BLAST – Travel & Entertainment Meals

Meals and Incidentals While on Domestic Travel

- Meals are reimbursed only if there is an overnight stay.
- Maximum reimbursement for meals is up to $62 per day, including taxes and tips.
  - Reimbursements are for actual meal expenditures and are not per diems.
- Tips at restaurants and hotels are categorized as “meals and incidentals” and are included in the $62 per day maximum.
- Travelers are only reimbursed for their own meals. Policy prohibits paying on behalf of others.

Business Entertainment Meals While on Domestic Travel

- If your meal qualifies as a Business Entertainment Meal, you will need to provide:
  - An official business purpose for the meeting
  - List of attendees and their organizational affiliation/employer
  - Itemized receipt and proof of payment

YOU CAN REACH US AT:

brctravelandent@ucop.edu Mark – Team Manager
brcpurchaseandpay@ucop.edu Jenia – Team Manager
BRC-CAAP@ucop.edu Amy – Team Manager
UCOPContractor@ucop.edu Rick – Team Manager

Blasts from the Past

Next BRC Training: General Ledger 101
Tue Nov 13 / 2:00p-4:00p / Franklin 6114
Register through UCOP Learning Center