

New Daily Maximum of Business Meals for UCOP-Only Meetings

Frequently Asked Questions

What is the new daily maximum amount for business meals for UCOP staff only? The new daily maximum limit is \$74 per day per UCOP staff member. This includes all meals served at a UCOP staff-only meeting.

Is this new daily maximum limit for meetings that have only UCOP staff attending? Yes, the new daily maximum limits are for business meetings that only have UCOP staff in attendance. If the meeting attendees include non-UCOP employees, then the regular UC Policy BUS-79 business meal limits apply. Remember, a list of attendees and their affiliation is required documentation.

If I serve only one meal at a business meeting, is the limit \$74 per person? No, the new daily limit applies to all meals combined. The UC Policy BUS-79 Appendix A (page 25 of 27) standard maximum per person rates per meal type must be followed in addition to the maximum daily per person limit.

If I serve only dinner at the business meeting, is the limit \$74 per person? Yes, the daily limit of \$74 for UCOP staff-only meetings is less than the previously allowed maximum per person rate of \$81 for dinner.

Is there a required minimum meeting time for each meal type to be allowable? For breakfast, lunch, or dinner to be allowable, meetings must be three (3) hours and include the normal meal period. For light refreshments to be allowable, the meeting must be three (3) hours.

What is considered the “normal meal period”? The normal meal periods are as follows:

- Breakfast: 7:00 a.m. to 9:00 a.m.
- Lunch: 11:30 a.m. to 1:30 p.m.
- Dinner: 5:00 p.m. to 7:00 p.m.

Can I host a meeting that is three hours long (which includes the lunch hour) and take an hour break for lunch? No. The meeting agenda must continue through the meal period as a “working lunch,” for example. The meeting agenda indicating structured work time during lunch is required documentation. An unstructured or content-free meal time will be interpreted as insufficient to count toward the minimum meeting time.

If the cost of all meals, and/or refreshments, is less than \$74, will I still receive reimbursement for the full \$74 limit?

No, as outlined in UC Policy BUS-79, you will only be reimbursed for actual costs per person, and limited to a total of \$74 per person per day.

If no UCOP space is available and I must hold the business meeting at a hotel that requires their onsite caterer, does the daily maximum limit apply? Yes. If the business meeting attendees are only UCOP staff, then the daily maximum applies, regardless of meeting location. If you are not able to meet the limit, a preapproval must be obtained or a different location must be selected in advance.

For more information about preapproval of expenses requiring additional and exceptional approval: [Click here](#)