Georgia State University

Summary of BOR Policy covering Meals for Employees

GSU can pay for the visiting faculty/speaker/job candidate’s meals that are determined to be reasonable and necessary. Generally, the cost of the guest’s meal should not exceed the Federal per diem rates which are $9 Breakfast, $13 Lunch, $29 Dinner, and $5 for Incidentals. In addition, the GSU Employee accompanying the visiting faculty/speaker/job candidate can request reimbursement for their meal based on the following (see BOR policy 19.8.3 Section 2 below):

- The number of GSU Employees requesting reimbursement for a meal cannot exceed the number of non-employee participants. Only Non-employee participants on campus serving in an active capacity for the benefit of GSU are allowable. Non-employees on campus to attend Continuing Education type events are not allowable.
- Reimbursement for the purchase of alcohol is not allowed through the University.
- The reimbursement to the GSU employee is limited to the BOR per diem limits established in BOR policy 4.3 (see below).
- The employee requesting reimbursement must have incurred the cost and must provide proof of the expenditure.
- The reimbursement request must be made on a payment request form using the account number 727142.
- Any amount in excess of the per diem will either be paid for by the employee or reimbursed through the Foundation.

Policy excerpts:

19.8.3 Food for Employees

2. Academic Programs, Student Events, and Educational or Business Meetings Involving Predominantly Non-Employees. When conducting a program, event or meeting involving predominantly non-employees (of any institution of the Board of Regents) where attendance by the employee is essential and in furtherance of an official institutional program, and the meal is an integral part of the meeting, an employee can partake in the meal and be reimbursed for his or her actual meal cost up to the per diem limits established in BPM Section 4.3. An employee may not be paid a reimbursement unless the employee actually incurs a cost.

4.3 Per Diem Allowance for Meals – establishes the following meal limits for high cost areas such as Atlanta:

- Breakfast $7.00
- Lunch 9.00
- Dinner 20.00