Travel: Hosting a Meal

When you will be paying for a meal for another person or group of people, here are some guidelines to remember.

**Before**

Before you leave, remember to bring:

- View the policies for UW System Sponsored Events.
- Payment: If you are taking your staff or guest to a restaurant for a meal during a business meeting, you can pay for the food with a US Bank corporate card or personal funds. Click here to [apply for a corporate card](#).
- Tax Exemption Evidence: You are encouraged to take along a tax exemption card which explains the University's tax exempt status and helps to provide evidence and credibility when requesting tax exemption. Contact your department or the [ASK Center Firstsource Support Team](#), 715-836-3131, to obtain one.
- ID: Bring your Blugold ID card so that the restaurant staff can see if it they request to do so.

**During**

While you are out, remember to:

- Spend within maximum rates: Hosted meals must be within the maximum rate per person for both within Wisconsin and all other locations (including international). The maximum rate includes gratuity up to 20%.
- Pay with the correct means of purchase: Use your corporate card or personal funds.
- Request tax exemption and show them your tax exempt card.
• Do not purchase alcohol.
• Request an itemized receipt; it should list each item ordered and payment method. This is required for reimbursement.

After

Apply for reimbursement by submitting a travel expense report following the guidelines in the document, "How To Create Expense Reports in the Expense Module"

• List your expense type as Meals-Hosted.
• Attach an agenda.
• Attach a list of attendees' names.
• Justify why the meeting had to take place over a meal time.

Visit the ASK Center Firstsource + Travel page for more information, or for additional assistance, contact the ASK Center Firstsource Support Team, 715-836-3131.