Travel: Hosting a Meal

Below are guidelines to follow when paying for a meal for another person or group of people as in accordance with Administrative Policy 435, Headquarter City & UW System Sponsored Event Policy.

Before

Before you leave to host a meal, remember to:

- **View the policies** for UW System Sponsored Events.
  - Must be covering someone besides the payee
  - Must fall under a business functions under definition of University Sponsored Events
- **Bring 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 (*P and PT cards are not allowed*).
  - Interested in a corporate card? **Apply for a corporate card**
- **Bring your 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 at askcenter@uwec.edu or 715-836-3131 to obtain one.
  - The University of Wisconsin System Sales & Use Tax Exemption Certificate Tax Exemption Number.
- **Bring your ID**: Bring your Blugold ID card in case the restaurant staff requests to see it.

During

While you are hosting a meal, 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 rates **include** taxes and gratuity up to 20%.
  - This can be found on UWTravelWIse: **Headquarter City and Sponsored Events (Hosted Meals)**
- **Pay with the correct means of purchase**: Use your Corporate Card or personal funds (*P and PT cards are not allowed*).
- **Request tax exemption** and show your tax exempt card.
- Do not purchase alcohol.
- **Request an itemized receipt**; it should list each item ordered and payment method. This is
After

Apply for reimbursement by submitting a Travel Expense Report (TER) 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
- Attach all itemized receipts,
  - Requirements for a Valid Receipt
- Justify why the meeting had to take place over a meal time
- Sales tax in WI is not reimbursable
- Gratuity up to 20% is reimbursable

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