

# Travel: Hosting a Meal

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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 [taskcenter@uwec.edu](mailto:taskcenter@uwec.edu) or [715-836-3131](tel:715-836-3131) to obtain one.
  - The University of Wisconsin System Sales & Use Tax Exemption Certificate Tax Exemption Number: **ES 008-1020421203-13**
- **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, **ES 008-1020421203-13**.
- 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 (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
- Taxes in WI are not reimbursable
- Gratuity up to 20% is reimbursable

Visit the [Firstsource + Travel](#) page for more information, or for additional assistance, contact theASK Center Firstsource Support Team at [askcenter@uwec.edu](mailto:askcenter@uwec.edu) or [715-836-3131](tel:715-836-3131).

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