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:

- Payment: If you are taking your staff to a restaurant for a meal during the retreat, you can pay for the food with a corporate card or personal funds. Click here to apply for a corporate card.
- Tax Exemption Evidence: It is encouraged to bring a tax exemption card which explains our tax exempt status and helps to provide evidence so that credibility is clear when requesting tax exemption. Contact your department or the ASK Center Firstsource Support Team, 715-836-3131, to obtain one.
- ID: Bring your ID so that the restaurant staff can see if it they request to do so.

During

While you are out, remember to:

- View the policies for UW System Sponsored Events.
- 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. 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. This is required.
• 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.