Travel: Hosting a Meal

Below are guidelines to follow when paying for a meal for another person or group of people.

Before

Before you leave, remember to:

- **View the policies** for UW System Sponsored Events.
  - Must be covering someone besides the payee
- **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 (*not a P or PT card*).
  - 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.
- **Bring your ID**: Bring your Blugold ID card so that the restaurant staff can see if they request to do so.

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 rate includes gratuity up to 20%.
  - This can be found on UWTravelWise: Headquarters City and Sponsored Events (Hosted Meals)
- **Pay with the correct means of purchase**: Use your Corporate Card or personal funds (*not P or PT card*).
- **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 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
• Justify why the meeting had to take place over a meal time
• Taxes in WI are not reimbursable
• Gratitude 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.