

5.09.0 — Business-Related Meals

When it is necessary for employees to conduct official university business during a meal, they may be reimbursed for actual meal expenses substantiated by a voucher up to the maximums for breakfast, lunch and dinner.

In order to claim reimbursement for a business-related meal, the circumstances surrounding the meal must be beyond the control of the employee and it must be impractical to complete the business during normal working hours. Employees may not claim reimbursement for a business-related meal if they are also claiming subsistence reimbursement.

Claims for meal expense where business is incidental to the meal or when attendance is primarily for public or community relations are specifically prohibited.

The intent of this section is to allow reimbursement of employees for meal expenses in the limited number of instances where they are required to incur such expenses in connection with the conduct of official university business.

5.09.1 — Meals of Appointees

Members of duly constituted advisory committees (non-CSU personnel who have been officially appointed by the CSU to serve) may be reimbursed for actual meal expenses up to the maximums prescribed in section 5.07.1 when attending committee meetings. The restriction in section 5.03.0, #1 does not apply. They may not claim this allowance if they are also claiming subsistence reimbursement.