

5.11.0 — Contracting for Subsistence Expense

The university may enter into agreements with restaurants, hotels, and lodging houses for the furnishing of subsistence to groups of employees when such an arrangement is advantageous to the campus. In such cases, the vendor may receive payment either from the group leader or by billing the campus on an itemized invoice.

Group leaders who pay subsistence expenses for other personnel may claim reimbursement by submitting a vendor's invoice and a list of names of the employees whose expenses were paid.

Members of a group who have some portion of their subsistence expenses paid by the group leader may claim reimbursement for the remainder of their actual and necessary subsistence expenses in accordance with section 5.07.1.

Total payment under any such agreement shall not exceed the aggregate of the subsistence allowances otherwise claimable by the participating employees.