PROCEDURE HRD-17A: UNIVERSITY EMPLOYEES WHO ENTERTAIN AN APPLICANT AT A MEAL

1.0 Purpose

This procedure is to establish a set monetary value that will be reimbursed to University employees who entertain applicants at a breakfast, lunch, or dinner, hereafter called a meal.

2.0 Scope

The University employee will be reimbursed at a monetary value up to twenty-five (25) dollars for dinner, fifteen (15) dollars for lunch, and ten (10) dollars for breakfast. The applicant will be permitted the cost of their meal.

2.1 Traveling Outside of the Mansfield Area

If the dining establishment in which the meal takes place is more than twenty (20) miles distance from the University and the employee transports the applicant to the meal in the employee’s personal automobile, then the employee may claim reimbursement for mileage. The mileage shall be measured from the campus to the dining establishment. The University will only reimburse one (1) employee for mileage for each applicant meal.

2.2 Alcoholic Beverages

Reimbursement for alcoholic beverages of any kind is not permitted.

2.3 Reimbursement

Employees must complete a University Travel Expense Voucher for reimbursement. An itemized bill will be required for the employee and the applicant for the cost of the meal. Completed forms should be sent to the Human Resources Employment Manager.

2.4 Reimbursement for Non-Employee Meals

Meals for non-employees, other than the applicant, are not to be submitted for reimbursement, unless prior approval was obtained by the Human Resources Employment Manager. If approval is granted, the same monetary meal limits as set for the employee apply.

Note: The following list of restaurants are covered under an open purchase order. When utilizing any of these restaurants there is no need for you to pay. Please be sure to note on the receipt the attendees of the lunch or dinner and what search it is associated with.

- Lamb’s Creek Food & Sprits
- Gregory’s Restaurant & Lounge
- Papa V’s Pizzeria
- Gramma’s Kitchen
- Pizza Hut
- Timeless Destinations Restaurant & Lounge
- Night & Day Coffee Cafe
- Pudgies Pizza, Pasta & Subs
- Cast & Crew Improvisational Restaurant
- Chango’s Cantina