

School of Arts and Sciences Meal and Entertainment Reimbursement Policy

The School of Arts and Sciences generally follows University Policy #2361 entitled “Travel and Entertainment Reimbursement Policy – Meals and Entertainment.” The link to the University Policy is:

<http://www.finance.upenn.edu/vpfinance/fpm/2350/2361.asp>

SAS Policy differs from University Policy #2361 regarding the business meals section in 2a and 2b with respect to per-person reimbursement. Per SAS Policy, per-person reimbursement should not exceed the following:

- a. \$25.00 for breakfast;
- b. \$35.00 for lunch;
- c. \$75.00 for conventional dinner;
- d. \$100.00 for bona fide senior faculty recruitment dinner (with advance approval by a Dean).