

Summary of Reimbursable and Non-Reimbursable Expenses for Hosting or Catering

NOTE: CHECK WITH YOUR DEPARTMENT ADMINISTRATOR TO DETERMINE IF YOUR UNITS REIMBURSEMENT LIMITS AND RECEIPT REQUIREMENTS ARE DIFFERENT THAN WHAT IS LISTED BELOW

For transactions using the College of Engineering department ID's (210000 – 227599), the summary of reimbursable and nonreimbursable expenses is posted on the following website <http://www.engin.umich.edu/admin/rpm/fin/travelandhosting/>

In some cases, the receipt documentation is different when the transaction is charged to a PCard. A notation is made by each expense where this is different.

Expense	Reimbursable?	Receipt Needed?	Receipt Documentation
Meals	Yes	If the total meal, tax and tip is equal to or greater than \$75	The meal limits that include meal, tax, tip and non-alcoholic beverages are: <ul style="list-style-type: none"> • Breakfast limit is \$25 • Lunch limit is \$25 • Dinner limit is \$55 A tear away meal stub is not allowable.
Meals charged to a PCard	No, but allowable on the PCard.	If the total meal, tax and tip is equal to or greater than \$75	The meal limits that include meal, tax, tip and non-alcoholic beverages are: <ul style="list-style-type: none"> • Breakfast limit is \$25 • Lunch limit is \$25 • Dinner limit is \$55 A tear away meal stub is not allowable.
Catered Meals	Yes	If the total meal, wait staff, service ware, rental, tax and tip is equal to or greater than \$75	The meal limits that include meal, wait staff, service ware, rental, tax, tip and non-alcoholic beverages are: <ul style="list-style-type: none"> • Breakfast limit is \$25 • Lunch limit is \$25 • Dinner limit is \$55 A tear away meal stub is not allowable.

Alcohol	Yes	No included in the meal limits – If the total cost is greater or equal to \$25	Alcohol can never be charged to the General Fund or Sponsored funds. Alcohol must be charged using an excluded indirect class. Check with your department for more restrictions.
Taxi/shuttle	Yes	If the total cost is greater than or equal to \$75	The original itemized paid receipt.
Taxi/shuttle charged to a PCard	No, but allowable on the PCard.	None needed when charged to a PCard.	
Parking	Yes	If the total cost is greater than or equal to \$75	The original itemized paid receipt.
Parking Charged to a PCard	No, but allowable on the PCard.	None needed when charged to a PCard.	
Mileage	Yes	\$.485 per mile for trips commencing on or after 3/1/07. \$.445 per mile for trips commencing on or after 1/1/06. \$.485 per mile for trips commencing on or after 10/1/05. \$.405 per mile for trips after 02/07/05. Not to exceed the cost of full coach airfare	A mileage log should be used for multiple trips.
Catering Supplies including decorations, and table clothes.	Yes	If the total cost is greater than or equal to \$75	The original itemized paid receipt. This is not part of the cost for the meal.