

GROUP MEAL GUIDELINES

While attending a conference or competition, occasionally students and the instructor/advisor will eat a meal together and the Employee pays for the entire meal.

When an Employee pays for a group meal special guidelines apply.

***Employee can only be reimbursed for the individual meal cost (meal & tip) up to the Individual Meal Rate specified by the State. Meal cost chart below:**

Per Diem Rate	\$55	\$56	\$61	\$66	\$71	\$76
Breakfast	\$ 13.00	\$ 13.00	\$ 14.00	\$ 16.00	\$ 17.00	\$ 18.00
Lunch	\$ 14.00	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	\$ 19.00
Dinner	\$ 23.00	\$ 23.00	\$ 26.00	\$ 28.00	\$ 31.00	\$ 34.00

***Employees should inform and encourage student travelers to order meals within the Individual Meal Rate or be prepared to pay the difference at time of group meal.**

#1 - Employee Reimbursement for Group Meal

1. Direct Pay Form with employee as the Vendor.
 - o Show total amount charged for food plus tip.
 - Tip reimbursement cannot be over 20% of food total.
 - No tax can be reimbursed to the employee.
 - o Official/Training Function Section on Direct Pay Form completed.
 - o Attach itemized receipt showing meal & tip charge.
 - o Attach list of people who ate the food at group meal.

***Employee Per Diem is calculated differently when group meal occurs.**

#2 - Per Diem - Employee Travel Reimbursement

1. Employee must list group meal as a '**Meal Provided**' on Travel Reimbursement Form.
2. Employee Per Diem for **First** and **Last** Day of Travel is Daily Per Diem minus Meal Rate (meal provided) multiplied by 75%.

Example - Meal Provided = Dinner (group meal)

Fort Collins Per Diem is \$61.00 - \$26.00 (dinner rate) = \$35.00 x 75% = \$26.25

3. Employee Per Diem for **Middle** Days of Travel is Daily Per Diem minus Meal Rate (meal provided)

Example - Meal Provided = Lunch (group meal)

Fort Collins Per Diem is \$61.00 - \$16.00 (lunch rate) = \$45.00

4. Copy of group meal receipt must be attached to Travel Reimbursement Form.

Questions or additional information, please contact Purchasing or Accounting Departments.