

Volume F1: Finance and Administration	F1.03.2 Non-Travel Business Meal and Refreshment Expenses Reimbursement Effective Date: 07/15/2015 Last Revised: 05/16/2025	Responsible Office: Controller's Office
Chapter 03: Disbursements		Responsible Officer: Controller

POLICY STATEMENT

Northeastern Illinois University (the "University") reviews and approves appropriate and reasonable business expenses that further the mission and goals of the University.

PURPOSE OF THE POLICY

The purpose of this policy is to define allowable non-travel related business meal and refreshment expenses, and to communicate the procedures for requesting reimbursements and approving non-travel related business meal and refreshment expenses.

WHO IS AFFECTED BY THIS POLICY

All University employees and guests.

DEFINITIONS

Meal: A catered, vendor-provided breakfast, lunch, or dinner for which employees and/or guests are present for the purpose of conducting *bona fide* University business.

Refreshments: Coffee and other beverages, snacks, pastries, cookies, crackers, chips, fruit, etc.

Guest: A person who renders a service to the University or to whom the University wishes to extend goodwill and who is present at an event or meeting with an underlying business purpose. Typically, guests are students, visiting speakers, employees of state agencies, or other individuals not employed by the University.

University Funds: state appropriations, student tuition and fees, grants and contracts, auxiliary fees and revenues, and all other related revenues. University Funds do not include funds held or expended by the University Foundation.

Expense Report (formerly Direct Payment Voucher (DPV)): form located in Workday used by employees to claim reimbursement for business-related expenses.

Chrome River: the online invoice management system utilized by Northeastern Illinois University. To visit Chrome River, click [here](#).

Purchasing Card (P-Card): a credit card issued to a full-time continuous University employee as authorized by the P-Card Administrator.



REGULATIONS

[235 ILCS 5/6 -15 \(amended\) Liquor Control Act of 1934 5](#)
[ILCS 430/1-1 State Officials and Employees Ethics Act](#)

ALLOWABLE EXPENSES

Business meal and refreshments expenses should be reasonable. All requests for reimbursement or purchase of meal or refreshments must identify the number of attendees and provide a business purpose. The support should also indicate how many of the participants were employees or guests.

The maximum amount allowed for meals and refreshments per person is listed below (exclusive of taxes and gratuities). Taxes and gratuities are reimbursable. The maximum allowable reimbursement for gratuities is 20% of the non-tax portion of expenses. Any exception to the maximum allowable amount requires the approval of the respective Vice President, unless the Vice President is the requestor, in which case, the requestor shall obtain approval from the President.

Meals and Refreshments

Breakfast	\$20.00 per person
Lunch	\$40.00 per person
Dinner	\$60.00 per person

The University is tax exempt. Contact Accounts Payable in the Controller's office for the tax-exempt number by sending an email to accountspayable@neiu.edu or calling (773) 442-5146.

LIMITATIONS & UNALLOWABLE EXPENSES

The purchase of alcoholic beverages with University funds is strictly prohibited.

Meal or refreshment expenses for any event honoring a public official cannot be reimbursed from State appropriations or grant funding sources.

Meal or refreshment expenses for prospective employee candidates must be approved by the hiring agent and should not include more than four University employees, unless approved by the respective Vice President or the President.

Meal or refreshment expenses paid from grant or contract funding sources must comply with all terms of the grant or contract agreement and must be approved by the Principal Investigator.

For all expenses related to meals and refreshments obtained for both University-sponsored events and non-University functions taking place on University property, see University Policy E4.4 Selling and Serving of Food.

For all expenses related to University travel, see University Policy F1.08.1 Travel Regulations.

In addition to the requirements above, and in accordance with IRS regulations, the University will pay or reimburse an employee's meal or refreshment expenses only when the expenses are directly related to, or associated with, the employee's job.



PROCEDURES

Employees will submit reimbursement requests on an Expense Report in Workday and attach detailed/itemized original receipts. Employees are responsible for obtaining missing receipts from vendors. A Missing Receipt Affidavit (see Appendix) for expenses up to \$100 can be submitted if the employee is unable to obtain a copy of the receipt from the vendor. The Missing Receipt Affidavit is to be signed by the employee and follows the same approval level and restrictions below.

The Expense Report will clearly state the business purpose and location, number of participants (indicate whether they were employees or guests), and be fully approved in Workday before any reimbursements are processed.

Expense Report approvals are based on the dollar amount of expenses listed in the table below. All employees requesting reimbursement need their respective supervisor's approval. If the employee requesting reimbursement is the Vice President, the President's approval is required. Any Expense Reports submitted for payment without the appropriate approvals, or without funds available to cover the expense, will be returned to the employee.

APPROVAL LEVELS	
≤\$19,999	Financial Manager
\$20,000-\$99,999	Financial Manager, Vice President
\$100,000-\$249,999	Financial Manager, Vice President, President
≥\$250,000	Financial Manager, Vice President, President and Board approval

Reimbursement/purchase of meals for an event must include additional supporting documentation like flyers, or email announcements, etc.

For business meetings, an agenda with a list of attendees must be provided as additional supporting documentation.

Timely and complete reimbursement requests are the responsibility of the employee.

GUIDELINES

This policy may be revised as needed due to changes in the University's systems, its regulatory environment, and as set forth in other University policies.

AUTHOR REFERENCE

University of Illinois System
 Chicago State University
 Northern Illinois University
 Western Illinois University



HISTORY

Completed 30-day public comment period on May 16, 2025
 Completed 3 rounds of internal review on January 27, 2025
 Updated definitions, reimbursement amounts, procedure changes to Workday, and fixed document formatting
 December 12, 2023
 Completed Public Comment period on July 27, 2023
 Completed 3 rounds of internal review on June 1, 2023
 09/04/2019 – Removed reference to non-existing policy
 04/01/2017 – Revised; clarified language to include supplies related to the business meetings
 Formerly Administrative Memorandum No. 41–Entertainment Reimbursement, effective dated 02/01/1995
 Formerly Fiscal Agent Handbook: G3 – Expenses for University Events, effective dated 09/01/1999
 Formerly Administrative Memorandum No. 41–Entertainment Reimbursement, effective dated 02/01/1995

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[Board of Trustee Regulations: Section V., A., D. and E..](#)
[Illinois Department of Central Management Services Travel Guide for State Employees](#)
 University Policy [F1.03.1 Direct Payment Vouchers](#), effective dated 09/24/2014
 University Policy [F1.08.2 Travel Regulations](#), effective dated 12/01/2015
 University Policy [E4.4 Selling and Serving of Food](#)

APPENDIX

Appendix A - Missing Receipt Affidavit

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Controller	773-442-5137	controller-office@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.



APPENDIX

Appendix A



MISSING RECEIPT AFFIDAVIT

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Missing Receipt Affidavit must be completed. The completed form must be included in the Direct Payment Voucher in place of the missing receipt.

Employee Name: _____

Vendor Name: _____ on: _____ for: _____
Business Name Date Expense Amount

The receipt was (check applicable):

Lost Never Received Other _____

Business Purpose of Transaction (indicate if for Breakfast, Lunch, Dinner, Refreshments):

Person(s) involved:

Attached is a copy of credit card statement

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt.

I hereby certify that I have made every reasonable effort to obtain a copy of receipt(s), however, I am unable to obtain a copy from the issuing vendor. The expenses have not yet or will be again submitted to the University or any other entity for reimbursement or tax purposes and is in accordance with University policy.

 Employee Signature

 Approver Signature

 Employee Name (Printed)

 Approver Name (Printed)

 Date

 Date