Northeastern Illinois University (the “University”) reimburses appropriate and reasonable business expenditures that further the goals of the University.

The purpose of this policy is to define reimbursable University business expenses and communicate the procedures for requesting and approving reimbursements.

All University departments and employees.

Reasonable and appropriate expenses paid by employees, and necessary for the enhancement, completion or furtherance of University business, are reimbursable expenses. Examples of appropriate expenses include buying refreshments for participants at a professional development program, or buying meals at a professional or alumni meeting. Business expenses for University visitors or guests are also reimbursable. Examples of these expenses include travel expenses paid by the employee for a University employment candidate, or dinner expenses for a guest lecturer or a potential donor.

The purchase of alcoholic beverages, entertainment, or memberships in private clubs from University funds is strictly prohibited.
Business Meal Limits
The following maximum rates apply when an employee incurs reimbursable business meal expenses that are not travel related:

<table>
<thead>
<tr>
<th></th>
<th>Employees Only</th>
<th>Employees and Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$15.00 per person</td>
<td>$20.00 per person</td>
</tr>
<tr>
<td>Lunch</td>
<td>$25.00 per person</td>
<td>$40.00 per person</td>
</tr>
<tr>
<td>Dinner</td>
<td>$40.00 per person</td>
<td>$60.00 per person</td>
</tr>
</tbody>
</table>

All rates shown above are exclusive of taxes and gratuities. Taxes and gratuities are reimbursable; the maximum reimbursement for gratuities is 20% of the bill.

Please see Travel Regulations for all expenses related to University travel.

Business Meals* using Grant Funds
In addition to this University policy, reimbursement rates for expenses paid from grants or contracts must comply with all terms of those agreements and must be reviewed by the project sponsor or Financial Manager before expenses are incurred.

Business Meetings with Only University Employees
Meetings at a University location with employees from the same headquarters
Meals or refreshments for routine meetings such as staff or committee meetings held at a University location are not allowed. Meals* or refreshments for non-routine meetings such as development, planning, and trainings held at a University location and attended only by University employees from the same headquarters are allowed only if:
- The meeting begins prior to 7:00 a.m. and lasts at least three hours;
- The meeting ends after 7:00 p.m. and lasts at least three hours; or
- The meeting continues through the lunch break and lasts at least seven hours.

Meetings at a University location with employees from different headquarters
Meals* or refreshments for any business meetings held at a University location and attended by employees from different headquarters are allowed only if:
- The meeting begins prior to 7:00 a.m. and lasts at least three hours;
- The meeting ends after 7:00 p.m. and lasts at least three hours; or
- The meeting continues through the lunch break and lasts at least seven hours.

Meetings away from University locations
Meals or refreshments for non-routine meetings such as development, planning and training meetings held away from University locations, and attended only by University employees, are allowed only if approved in writing or e-mail prior to the meeting by the President, the Provost, or the Vice President overseeing the office, department or College.

Business Meetings Involving Employees, Students, and Guests
Meals and refreshments may be provided for student or employee recruitment, for guests or students performing a service, or for a function such as a reception or luncheon to honor a visitor, guest, or dignitary. These costs could include catering expenses*. Attendees can include employees, employment candidates, students, and guests. Expenses for any event honoring or endorsing a current public official cannot be reimbursed from University funds.

Please see Policy on Expenses for University Events for further information on expenses for meetings, presentations, or other occasions that include participants from a variety of offices, departments or organizations.

Travel expenses incurred by a candidate for University employment must be approved by the hiring agent and submitted for payment using the procedure below.

Entertainment expenses
Entertainment expenses, expenses solely for amusement or enjoyment (tickets to theater, comedy club, etc.) are not reimbursable.
Gift cards
Reimbursement is not permitted for the purchase of Gift cards.

* Food Service
Any food served on main campus must be procured through the University’s food service vendor, unless said vendor provides an approved Campus Dining Services Catering Exemption Request form.

**PROCEDURES**

Employees must complete reimbursement requests through a Direct Payment Voucher (DPV) and attach detailed original receipts and approvals. Before submission to Accounts Payable, the DPV must clearly state the purpose, time and location; list participants; itemize costs in detail; and be fully approved and signed by all required signers.

The Controller’s Office will process reimbursement if funds are available and proper approvals have been obtained.

**AUTHOR REFERENCE**

Northern Illinois University Business Procedure Manual: Reimbursable Business Expenses

**HISTORY**

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

**APPENDIX**

A. Direct Payment Voucher

**RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL**

Board of Trustee Regulations: Section V.A.D. and Section V.A.E.
Fiscal Agent Handbook: Section F – Travel Regulations, effective dated 07/01/2003
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 F1.03.X Expenses for University Events, Draft in progress

**CONTACT INFORMATION**

Please direct questions or concerns about this policy to:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>773-442-5145</td>
<td><a href="mailto:controller-office@neiu.edu">controller-office@neiu.edu</a></td>
</tr>
</tbody>
</table>

**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 A: DIRECT PAYMENT VOUCHER

<table>
<thead>
<tr>
<th>PAYEE DATA</th>
<th>INVOICE DATE</th>
<th>INVOICE NUMBER</th>
<th>AMOUNT</th>
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<tbody>
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<table>
<thead>
<tr>
<th>PAYEE REFERENCE NUMBER (PIN OR EIN)</th>
<th>TOTAL</th>
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</table>

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT OF MEASURE</th>
<th>DESCRIPTION</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

IS THE PAYEE OR BENEFICIARY A U.S. CITIZEN OR PERMANENT ALIEN

PAYMENT DATA

APPROVAL

IT IS HEREBY CERTIFIED THAT THE SERVICES OR MATERIALS REPRESENTED ON VOUCHERS WERE RECEIVED OR AUTHORIZED AND THAT THE AMOUNT IS CORRECT AND APPROVED FOR PAYMENT.

REQUESTED BY

FINANCIAL MANAGER

APPROVAL LEVEL I

APPROVAL LEVEL II

APPROVAL LEVEL III

DISTRIBUTION

WHITE: CONTROLLER
YELLOW: DISBURSEMENTS
PINK: ORIGINATOR

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