

Invited Guests – Guidelines for Meal Expenses

1. Using STATE Funds (Start with '1', e.g., 10500)

- STATE funds cannot be used to purchase food directly.
- **Exception:** Meal per diems are allowed.
 - Added to the Non-Employee Payment Form (NEP)
 - Processed *after* the guest's visit, typically along with airfare reimbursement.
- If only STATE funds are available, **meal per diems are your only option.**

2. Using NON-STATE Funds (e.g., Foundation Funds)

- Typically identified by a fund type beginning with '2'.
- **You can take a guest to a restaurant using NON-STATE funds.**
- Meal per diems are still the simplest and preferred method, even when using NON-STATE funds.
- Check with your Office Manager to confirm the type of funds you have access to.

3. Reimbursement for Hosted Meals

- **The host must:**
 - Pay out-of-pocket and request reimbursement.
 - Submit a **signed, itemized receipt** to the Office Manager.
- **Alcohol:**
 - **The Department of Romance Languages does not reimburse alcohol purchases.**
 - Alcohol purchases must be placed on a separate check and paid directly to the restaurant or venue using personal funds.

4. Important Best Practices

- Clarify who the paying host is and how many people will be reimbursed.
 - If only the host and one guest should be covered, request a separate check for just those two meals.
 - Avoid submitting a group receipt (e.g., 5 people) if only 2 meals are eligible for reimbursement.
- **Direct Billing Option:**
 - Some restaurants may be able to direct bill the department.
 - If so, have them email the invoice to the Office Manager.
 - Currently **Leah Hall**, leah.hall@uga.edu
 - Alcohol policies still apply, regardless of payment method.

5. Documentation Required for All Meal Payments

- A **detailed itinerary** for the guest's visit.
- A **list of all additional guests** present at the meal (if applicable).