



EXECUTIVE VICE PRESIDENT—
CHIEF FINANCIAL OFFICER

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October 19, 2021

VICE CHANCELLORS--ADMINISTRATION

Subject: Increase in Meal Rates for Business and Entertainment

Campuses have been experiencing difficulty arranging meals for events based on the existing rates for business meals and entertainment. The last time the meal rates for business and entertainment were increased was in 2016. After discussing with the campus controllers, we have elected to increase the rates by 5% in 2021 and another 5% in 2022. Effective November 1, 2021, the maximum per person amounts for the reimbursement of business and entertainment meal expenses have been revised as follows:

Breakfast	\$28
Lunch	\$49
Dinner	\$85
Light Refreshments	\$20

As a reminder, these amounts include the cost of food and beverages, labor, sales tax, service, and delivery charges. The cost of room rental, room set-up fees, media rental, and decorations, etc., are not included in the per-person costs unless these costs cannot be separated by the vendor.

Effective January 1, 2023, the maximum per person amounts for the reimbursement of business and entertainment meal expenses thereafter will be as follows:

Breakfast	\$29
Lunch	\$51
Dinner	\$89
Light Refreshments	\$21

Business and Finance Bulletin BUS-79, Expenditures for Entertainment, Business Meetings, and Other Occasions, will be revised to include this information. The rates will be reviewed annually thereafter for changes in the consumer price index.



Nathan Brostrom
Executive Vice President and Chief Financial Officer

Vice Chancellors Administration

October 2021

Page 2

cc: Executive Vice President and Provost Brown
Executive Vice President and COO Nava Senior Vice President
Vice President Leasure
Vice President Humiston
Vice President Lloyd
Associate Vice President Alcocer
Associate Vice President –Interim Systemwide Controller Satorre
Campus Controllers
Medical Center Controllers
Secretary of The Regents Shaw
Executive Director Kalmijn
Manager Won