



EXECUTIVE VICE PRESIDENT—
CHIEF FINANCIAL OFFICER

OFFICE OF THE PRESIDENT
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200
510/987-9029

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**VICE CHANCELLORS – ADMINISTRATION
VICE CHANCELLORS – PLANNING AND BUDGET**

INCREASE IN MEAL RATES FOR BUSINESS TRAVEL AND ENTERTAINMENT

The maximum per person amounts for the reimbursement of travel and entertainment meal expenses have been revised as follows:

Travel Meals

Business and Finance Bulletin G-28, Travel Regulations (Travel Policy) defines the Meal and Incidental Expenses (M&IE) Reimbursement Cap as the maximum amount authorized for the daily meal and incidental expenses established by the University. This is for all business travel of less than 30 days in the continental United States, which includes the 48 contiguous states and the District of Columbia. The maximum M&IE rate for the Fiscal Year 2022-2023 is \$79.00 and is based on the highest per diem rate available for all UC locations as published by [US General Services Administration](#) for Fiscal 2023.

We will continue to follow this methodology to select a new M&IE rate for future fiscal years and will update the Travel Policy accordingly.

Entertainment Meals

The maximum meal rates for entertainment and business meeting meals have been increased in response to soaring food prices. The new rates are as follows:

Breakfast	\$31
Lunch	\$54
Dinner	\$94
Light Refreshments	\$22

As a reminder, these amounts include the cost of food and beverages, labor, sales tax, service, and delivery charges

[REDACTED]. The cost of room rental, room set-up fees, media rental, and decorations, etc., are not included in the per-person costs.

Business and Finance Bulletin BUS-79, Expenditures for Entertainment, Business Meetings, and Other Occasions, will be revised to include this information.

The revised meal rates for travel and entertainment are effective for expenses incurred for the Fiscal Year 2022-23. The rates will be reviewed annually.



A handwritten signature in black ink that reads "Nathan Brostrom".

Nathan Brostrom
Executive Vice President and Chief Financial Officer

Enclosures

- cc: Executive Vice President and Provost Brown
- Executive Vice President and COO Nava
- Vice President Leasure
- Vice President Humiston
- Vice President Lloyd
- Associate Vice President Alcocer
- Associate Vice President-Systemwide Controller Cevallos
- Campus Controllers
- Medical Center Controllers
- Interim Secretary of the Regents Lyall
- Executive Director Kalmijn
- Manager Won