


## Meal Expense Types

Meals occurring during travel status (travel requiring overnight stay) or as part of regular operations fall into one of the following classifications. Follow the guidelines of these policies found in the Policy Library ([policy.umn.edu](http://policy.umn.edu)): [Traveling on University Business](#), [Business Expenses](#), and [Hospitality and Entertainment of Non-Employees](#).

### COMMON TRAVEL MEALS

Category	Subcategory	Description/Account Codes
<b>Per Diem</b> 	Per Diem Wizard	<p>The wizard will calculate by the location selected. The start date and end date will calculate at 75% of per diem, as required by policy.</p> <p>The expense owner has the ability to take deduction on day-by-day, meal-by-meal basis prior to adding to the Expense Report.</p> <p><b>Recommended:</b> Multiple days in travel status in one location which includes an overnight stay.</p> <p><b>Accounts: See travel codes below.</b></p>
	Daily Per Diem	<p>Daily per diem will calculate based on the location entered for each day. Select the <i>Travel Day</i> box to initiate the calculation of 75% for first and last day of travel. The expense owner has the ability to take deduction on day-by-day, meal-by-meal basis prior to adding to the Expense Report.</p> <p><b>Recommended:</b> Single day of travel to one location or multiple days of travel to multiple locations which includes an overnight stay.</p> <p><b>Accounts: See travel codes below.</b></p>
	Extended Day	<p>Single day of travel for more than 12 hours without an overnight stay.</p> <p>Expense owner must deduct the breakfast, lunch, and incidentals of this expense prior to adding it to the Expense Report. Failure to deduct breakfast or lunch will result in a system violation.</p> <p><b>Accounts: See travel codes below.</b></p>

### TRAVEL ACCOUNT CODES

720601 = Travel in Minnesota (MN)

720606 = Travel Visiting Scholar

720602 = Travel Domestic

720607 = Travel Non-Employee

720604 = Travel International (Foreign)

720608 = Travel Trainee

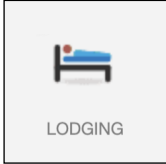
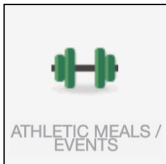
720605 = Travel Recruitment

# Meal Expense Types (cont.)

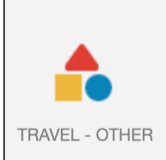
## OTHER TYPES OF MEALS

Category	Subcategory	Description/Account Codes
<b>Meals and Events</b> 	Food Meal/ Employees Only	Food provided in connection with business activities involving only University employees. Purchase of food/meals is allowable solely as a convenience to the employer and only in those instances where 1) meetings are infrequent, 2) employees may not leave for a normal meal due to the time constraints associated with the meeting or training session, or 3) an employee is conducting business on a different system campus other than their own. <b>Accounts: 720103 (Food &amp; Provisions), 720702 (Alcohol)</b>
	Employee Recognition/ Retirement	Departments are encouraged to recognize employees for their contributions to the University either at an individual or group level. Some examples may include: new employee welcome lunch, years of service award, retirement, work-related milestone accomplishment (project), retreats, annual recognition. <b>Accounts: 720702 (Alcohol), 720703 (Hospitality/Entertainment)</b>
	Receptions	Events to recognize University (awards) or individual (graduation or tenure) professional achievements and typically involve or include non-employees. Individual meal costs (per meal event) must not exceed \$100 per attendee (limit includes food, beverages, taxes, tips, etc.). <b>Accounts: 720702 (Alcohol), 720703 (Hospitality/Entertainment)</b>
	Outreach - Non-Employee	All hospitality and entertainment expenses must provide: 1) purpose of the meeting, 2) location and date, 3) number and type (alumni, donor, etc.) of attendees, 4) expected cost of the meal per planned number of attendees. Meal limits for hospitality and entertainment of non-employees must not exceed \$100 per attendee (limit includes food, beverages, taxes, tips, etc.). <b>Accounts: 720702 (Alcohol), 720703 (Hospitality/Entertainment)</b>
	Donor Relations	All hospitality and entertainment expenses specific to a University donor must provide: 1) purpose of the meeting, 2) location and date, 3) number and type (alumni, donor, etc.) of attendees, 4) expected cost of the meal per planned number of attendees. Meal limits for hospitality and entertainment of non-employees must not exceed \$100 per attendee (limit includes food, beverage, taxes, tips, etc.). <b>Accounts: 720702 (Alcohol), 720703 (Hospitality/Entertainment)</b>
	Recruitment	All hospitality and entertainment expenses related to recruitment of a student or employee must provide 1) purpose of the meeting, 2) location and date, 3) number and type (alumni, donor, etc.) of attendees, 4) expected cost of the meal per planned number of attendees. Meal limits for hospitality and entertainment of non-employees must not exceed \$100 per attendee (limit includes food, beverage, taxes, tips, etc.). <b>Accounts: 720103 (Food &amp; Provisions), 720702 (Alcohol)</b>
	Entertainment and Gifts	Expenses for development or maintenance of relationships that benefit the University: official recognition, recruiting, receptions or similar activities; concert and athletic tickets; gifts; or flowers. <b>Accounts: 720703 (Hospitality/Entertainment)</b>

## Meal Expense Types (cont.)

Category	Subcategory	Description/Account Codes
<b>Lodging</b> (Requires Itemization)   LODGING	Meals   Food/M meal - Employees Only	Expense is associated with an itemized lodging receipt. See definition in Meals and Events Food Meal/Employees Only. <b>Accounts: 720103 (Food &amp; Provisions), 720702 (Alcohol)</b>
	Meals   Employee Recognition/Retirement	Expense is associated with an itemized lodging receipt. See definition in Meals and Events Employee Recognition/Retirement. <b>Accounts: 720702 (Alcohol), 720703 (Hospitality/Entertainment)</b>
	Meals   Receptions	Expense is associated with an itemized lodging receipt. See definition in Meals and Events Receptions. <b>Accounts: 720702 (Alcohol), 720703 (Hospitality/Entertainment)</b>
	Meals   Outreach - Non-Employee	Expense is associated with an itemized lodging receipt. See definition in Meals and Events Outreach - Non-Employee. <b>Accounts: 720702 (Alcohol), 720703 (Hospitality/Entertainment)</b>
	Meals   Donor Relations	Expense is associated with an itemized lodging receipt. See definition in Meals and Events Donor Relations. <b>Accounts: 720702 (Alcohol), 720703 (Hospitality/Entertainment)</b>
	Meals   Recruitment	Expense is associated with an itemized lodging receipt. See definition in Meals and Events Recruitment. <b>Accounts: 720103 (Food &amp; Provisions), 720702 (Alcohol)</b>
	Meals   Entertainment and Gifts	Expense is associated with an itemized lodging receipt. See definition in Meals and Events Entertainment and Gifts. <b>Accounts: 720703 (Hospitality/Entertainment)</b>
	Meals   Travel Status Meal	Expense is associated with an itemized lodging receipt. See definition in Travel - Other Travel - Status Meal. <b>Accounts: See travel codes on page A.</b>
	Meals   Athletic Group Meals	<b>Recommended:</b> Expense is associated with an itemized lodging receipt. See definition in Athletic Meals/Events. <b>Accounts: See travel codes on page A.</b>
<b>Athletic Meals/Events</b>   ATHLETIC MEALS / EVENTS	Travel Group Meals	Meals involving team members, coaches, and staff while in travel status. All situations and events must follow NCAA rules. Expense owner submits meals on behalf of the group. <b>Accounts: See travel codes on page A.</b>
	Travel Individual Meals	Meals for individuals while in travel status. <b>Accounts: See travel codes on page A.</b>
	Local Group Meals	Meals involving team members, coaches, and staff NOT in travel status. All situations and events must follow NCAA rules. <b>Accounts: 720103 (Food &amp; Provisions)</b>
	Athletic Travel Event	(Reserved for Twin Cities Athletic ONLY.) When students and staff associated with athletic teams are in travel status or non-travel status, pre-event or post-event meals are allowable for practices and games to ensure better athletic performance. This involves team members, coaches, and staff. <b>Accounts: See travel codes on page A.</b>

## Meal Expense Types (cont.)

Category	Subcategory	Description/Account Codes
<b>Travel - Other</b>  TRAVEL - OTHER	Travel - Status Meal	Travel card was used for a meal that should have been reimbursed via meal per diem. <b>Accounts: See travel codes on page A.</b>