

Guidelines for Determination of Business Meals

Examples of meals that qualify as a Business Meal:

- ❖ Use Account Code 5460, Business Meals
 - A URI Staff/Faculty member requesting reimbursement for a meal for a guest speaker
 - A URI Staff/Faculty member requesting reimbursement for a meal for a recruit for employment
 - A URI Staff/Faculty member requesting reimbursement for a meal with a potential or current donor
 - A URI Staff/Faculty member requesting reimbursement for a meal with a non-URI employee to discuss current or future business, research, etc.

Examples of meals that **do not** qualify as a Business Meal:

- ❖ For Invoice Vouchers use Account Code 5455, All Other Operating/Supplies Expenses. For PO's, use Account Code 5269, All Other Special Services
 - Food and beverage for conferences, seminars, and workshops that URI hosts
 - Student-related meals of any type (which includes but is not limited to athletic events, study sessions, meetings, award events, dances, events hosted by HRL, Academic Affairs, Dining, IEP events, trips, etc.)