

MEALS

Any payment for meals to restaurants must include an itemized invoice from the restaurant, a list of the individuals and the business purpose of the meal meeting. Meals need to be allowable under the [URI Food & Beverage Guidelines](#). Please indicate which exception applies to this voucher from A-36 Policy.

URI is exempt from State of RI State and should not be reimbursing employees (EE) for sales tax. However, an exception will be made for EE reimbursements for meals if the restaurant charges the sales tax. Most restaurants will not honor URI Sales Tax exemption because the EE with paying with personal credit card or cash. EE should ask the restaurant to honor URI Tax Exemption. If it is a restaurant is frequently utilized for business purposes, then you should ask the restaurant management if they would accept PO and directly invoice URI or honor URI sales Tax Exemption. This would elevate the department from having to incur expense of the sales tax.

Catering service and direct payments to restaurant cannot be paid with an invoice voucher. It must be processed on an LPVO or College Requisition.