

# NU Travel & Entertainment Policy Updates – Effective 3/1/24

Travel & Entertainment expenses must fall within your department's approved budget.

Expense Category	Previous Limit	Updated Limit
Meals (business travel, speaker/recruitment related) <i>Note – total attendee limit of 6 for speaker/recruitment meals per FSM policy</i>	\$90 per person (only dinner specified)	\$25/\$50/\$100 per person (breakfast/lunch/dinner)
Meals with Chair present (speaker/recruitment related) <i>Note – total attendee limit of 6 for speaker/recruitment meals per FSM policy</i>	\$130 per person	\$150 per person
Annual Appreciation Event <i>Note - one event per person per year</i>	\$30 per person	\$50 per person
Holiday Staff Party <i>Note - one event per person per year</i>	\$30 per person	\$100 per person
Retirement Events <i>Note - must be paid from Chair Discretionary funds, as applicable</i>	\$15 per person	\$50 per person
Departmental Meetings (lunch/light refreshments) <i>Note – should occur no more frequently than monthly or quarterly</i>	\$15 per person	\$30 per person
Student / Trainee Recruitment & Graduation Events	\$30 per person	\$50 per person (w/o alcohol) \$75 per person (w/ alcohol)
Itemized Receipt Requirement <i>Note - proof of payment still required (e.g., non-itemized receipt or bank statement)</i>	Expenses $\geq$ \$40	Expenses $\geq$ \$75
Employee retreat expenses should equal the limits on the separate meals included; full-day retreat would be \$175 per person (breakfast + lunch + dinner) inclusive of all charges (e.g. labor, gratuities, facility rental).		
Expenses charged to sponsored projects must adhere to sponsor-specific allowability and spending limitations.		