

BSA Expense Reimbursement Checklist

Restaurant Hosted Seminar Speaker/Visitor/Recruitment Meals

1. Receipt of Restaurant tax is included for reimbursement
For Breakfast Limit of 3 attendees \$30 per person
For Lunch Limit of 3 attendees \$30 per person
For Dinner Limit of 3 attendees \$90 per person;
OR \$130 per person if Chair is in attendance
2. Provide Flyer of the event
3. List of Attendees

Department Meeting/Gatherings

1. Provide Flyer or email of the event
2. List of Attendees
3. \$15 per person for catered meals (must be REASONABLE)
4. Provide Catering receipt (Tax NOT reimbursable)