

BSA Expense Reimbursement Checklist

Restaurant Hosted Seminar Speaker/Visitor/Recruitment Meals

- ✓ Provide event flyer and/or visitor/recruit itinerary
- ✓ List of Attendees, limit of 6: visitor(s) + NU personnel (all must have business purpose for attending)
- ✓ Per Person Limits, including tax & tip:
 - Breakfast \$25
 - Lunch \$50
 - Dinner \$100 / \$150 if Chair is present

Department Meetings (lunch / light refreshments)

- ✓ **Must have defined business purpose**
- ✓ Provide Flyer or email of the event
- ✓ List of Attendees
- ✓ Per Person Limit \$30 including tax, tip, and delivery fees (must be REASONABLE)
- ✓ Provide Catering receipt
- ✓ Group takeout orders (no contract) generally **are not** tax exempt
- ✓ Catered meetings and events (typically involve a contract) **are** tax exempt