



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: Domestic Meals – There is NO PER DIEM

DATE: June 7, 2022

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Sarah Hansen, Accounts Payable & Travel Manager

As we are ramping up on travel, here are some reminders about the existing Sacramento State domestic meal reimbursement policy. The Sacramento State meal reimbursement policy is more restrictive than the CSU policy.

- Allowable *reimbursement* for daily meals is *actual cost* up to \$55 per day
 - The \$55 daily limit is inclusive of tax, tip, and fees
 - The \$55 daily limit is *not* a per diem
- Tipping is not to exceed 20% of food, tax, & fees
- An itemized receipt & proof of payment is required for all meal reimbursements
 - If the itemized receipt is misplaced then the following will be considered acceptable
 - Menu from restaurant indicating items purchased. Menu must have prices listed
 - Missing receipt affidavit within Concur or [attach missing receipt affidavit form](#) - This will require the expense report to be approved by VP/Provost electronically within Concur
 - If using the Concur Travel card to purchase meals, only the itemized receipt is required
- If alcohol is listed within itemized receipt, you must deduct the alcohol and associated tax & tip
- Meal delivery fees are reimbursable. Allowable fees include room service fees and fees associated with food delivery services (ex. Uber Eats, Door Dash, Grub Hub, etc.)
 - The \$55 daily reimbursement limit also applies to delivery services

Contact Information:

If you have any questions or concerns about this notice, please contact Accounts Payable & Travel, sacstatetravel@csus.edu, ext. 86476.