

Meals- Quick Guide

Expense Description	Information Required
Regardless of the type of transaction, a receipt must include:	<ul style="list-style-type: none"> • Date of transaction • Merchant / supplier name • Detail of items purchased or services provided • Form of payment (e.g. cash, check or credit card) • Amount • Proof of payment
Local Meals between employees	<ul style="list-style-type: none"> • Detailed and summary receipts • Name of person(s) in attendance • Business purpose of the meal and meeting • Will only be reimbursed in the following cases: <ul style="list-style-type: none"> ○ A non-University employee is present and business is being conducted for the majority of the meal time ○ Honoring an employee through reward or recognition ○ The business being conducted between University employees cannot be done in the office (i.e. confidentiality) and at another time (i.e. scheduling conflicts). An explanation of the reason why the meeting could not take place in the office must accompany the Pcard statement or reimbursement request ○ Rare or atypical instances where, with supervisory approval, employees may work during and through normal meal times with other employees, such as working lunches
Meals with outside affiliates / individuals (traveling or local)	<ul style="list-style-type: none"> • Detailed and summary receipts • Name of person(s) in attendance and their relationship to the University • Business purpose of the meal and meeting
Meals while traveling—\$50 and under	<ul style="list-style-type: none"> • No detailed or summary receipts required • Page -2- of the Travel & Entertainment Voucher must be completed, if submitting a reimbursement request. If on Pcard, must include the same information as page -2-. • Business purpose, including conference name / reason, date and which meal (e.g. lunch)
Meals while traveling—Over \$50	<ul style="list-style-type: none"> • Detailed and summary receipts • Business purpose, including conference name / reason and date

Financial Services Quick Guide Library finance.wfu.edu

Responsible Unit:
Accounts Payable

Additional Assistance:
ap@wfu.edu

What is it?

This quick guide is meant to assist the University faculty, staff and students with the IRS regulations surrounding meals.

Why it is Necessary

The IRS requires certain documentation in order to substantiate meals as business expenses. If the proper documentation is not submitted, the reimbursement will be considered compensation to the payee.