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To: SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU; SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU
Subject: New Limits on Business Meals
Date: Friday, March 24, 2023 10:00:00 AM

The following message is being sent on behalf of Mark Mills, Chief Procurement officer and Russell Di Leo, University Comptroller:

Senior Business Administrators –

Following discussions we've had among various levels of administration, **effective April 1, guidance limits will be increased for *Business Meals* in [Financial Policy #2359](#). These limits will move from \$35 to \$60 per person for breakfast/lunch, and from \$80 to \$125 per person for dinner.** These limits take into consideration inflation, peer limits, and market reasonableness. As a reminder and as stated in the policy, all business meal expenses submitted for reimbursement must have a clearly substantiated business purpose, must be reasonable based on the facts and circumstances of the business purpose and must be supported by appropriate documentation.

Any business meal expense submitted for reimbursement above these newly established amounts will require supplemental (higher-level) approval. Additionally, **any business meal expense submitted for reimbursement (regardless of meal type) exceeding \$150 per person will require approval from the head of the School or Center (or a designated representative).**

The higher ends of these limits are intended to accommodate business meals with direct benefit to the University, particularly those related to recruiting and giving. Other business meals should be more closely aligned to the [federal GSA per diem rates](#).

Schools and Centers may maintain and locally manage the previous limits or any other limits *below* those stated above.

A common question we've heard is ***“does this impact individual meals while traveling?”*** It is important to note that the limit increase above does **NOT** apply to individual meals while traveling. **The policy on the reimbursement for individual meals while traveling remains unchanged.** As current policy states, these meals - as a general rule - should not exceed the applicable [federal GSA per diem rates](#).

If you have any questions, please contact Travel@upenn.edu.

Sincerely,

Russell Di Leo
University Comptroller

Mark Mills
Chief Procurement Officer