Reimbursement for Meals with Candidates or Guests / Food Purchases

Persons accompanying interviewing candidates to lunch or dinner will receive reimbursement. The host should pay the bill for all participants (including the candidate).

This procedure is also used to request personal reimbursement when entertaining Libraries' guests (non-UGA affiliates) or for food purchases made on behalf of the Libraries for approved events or meetings.

To receive reimbursement, please complete a [Reimbursement Form](https://dar.uga.edu/uga_foundation/resources/forms/Entertainment_Reimbursement_UGAF.pdf), attach the ***ORIGINAL*** receipt(s) for the meal or food purchase to the form, and submit both to [Nikki Rowden](mailto:nrowden@uga.edu). You will be notified when your reimbursement check is processed and ready to be picked up.

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| --- | --- | --- |
|  | **Suggested number of persons including the candidate** | **Suggested $ amount of meal per person** |
| Breakfast | 3 | $10.00 |
| Lunch | 4 | $15.00 |
| Dinner | 3 | $25.00 |

The number of persons having the meals and the amount of meal per person is listed as a benchmark.  There may be times when more people accompany the candidate to a meal and when the amount of meal per person exceeds the above.  Please attempt to lean toward moderate rather than extravagant.