

School of Medicine Policy on Reimbursements Effective December 10, 2015

Travel related expenses and non-travel related meal reimbursement expenses reimbursed to individuals on official VCU business must be reasonable, necessary and represent an efficient use of resources. School of Medicine reimbursement requests, regardless of the source of funds used for reimbursement must follow the School of Medicine policy, with the exception of meal costs incurred as a function of SOM alumni/development activities. Individuals who do not plan with careful consideration to these guidelines may bear the additional expense personally.

Please note: Per Diem rates will be revised periodically in accordance with University rates.

School of Medicine Non-Travel Related Meal Policy:

Although the University permits reimbursement of meals above 150% of the per diem rate with approval by the Chair, Dean, and Vice President for Health Sciences, **the Dean, School of Medicine, will not approve reimbursement above 150% per diem, excluding alcohol and associated tax and tip, for meals without an associated alumni/development business purpose.** In addition, the Dean **will not approve reimbursements for alcohol in excess of \$25/person, excluding associated tax and related tip.**

- Business meal reimbursements for spouses of faculty and senior staff candidates visiting VCU may only be paid for with local funds with Dean level pre-approval and accompanied by a valid business justification.
- Business meal reimbursements for accompanying spouses of employees may only be paid for with local funds with Dean level pre-approval and accompanied by a valid business justification.
- Business meal reimbursements will NOT be allowed for spouses while traveling on VCU business regardless of funding source.

Table1: Meal Reimbursements in Excess of Per Diem Amounts (Richmond)

	<i>Per Diem Amounts</i>	<i>150% of Per Diem</i>
Breakfast	\$15/person	\$22.50/person
Lunch	\$16/person	\$24/person
Dinner	\$28/person	\$42/person

School of Medicine Lodging Policy:

Reimbursement for lodging is limited to actual expenses incurred up to the allowable lodging rate amount, plus hotel taxes and surcharges. Expenses in excess of the guidelines may be reimbursed up to 200% of the lodging limits with proper written justification.