

**REMINDER: no matter the \$ threshold of the meal, all alcohol at a meal claimed for reimbursement must still be itemized as alcohol so it is properly segregated per policy**

**A&S meal threshold policy and itemization requirements to comply with Central A/P**

Standard business meals approved threshold for meals either while traveling or with **internal parties**, including, but not limited to, colleagues and other CU collaborators. These remain at the levels below and are before tax and tip.

- \$25 per person for breakfast - over this amount any non-alcoholic expense over the threshold must be itemized as segregated meal expense.
- \$35 per person for lunch - over this amount any non-alcoholic expense over the threshold must be itemized as segregated meal expense.
- \$75 per person for dinner - over this amount any non-alcoholic expense over the threshold must be itemized as segregated meal expense.

A&S approved threshold for meals with **outside speakers or for recruitment/fundraising. Again, these exclude tax and tip. Remember that the purpose of the meal as with a guest speaker/recruit/fundraising, and supporting documentation must be uploaded into the expense report (invite/flyer for event/calendar entry/etc).**

- lunch -\$50 per person for guest speakers or recruitment/fundraising - only alcohol must be segregated.
- dinner - \$125 per person - guest speakers i.e. outside lecturers/panel members/colloquia speakers/etc.- only alcohol costs must be segregated
- dinner -\$150 per person - recruitment dinner or fundraising - only alcohol costs must be segregated