



New reimbursement rate caps went into effect March 1, 2016:

- Meals and Incidental Expenses

For Travel that takes place on or after 3/1/16, the cap for meals and incidentals while on travel status will increase to \$74 per day. 🍷

- Entertainment Meals & Light Refreshments

For Entertainment that takes place on or after 3/1/16, the per-person rates are as follows:

Breakfast	\$27.00
Lunch	\$47.00
Dinner	\$81.00
Light Refreshments	\$19.00

The maximum per-person rates listed above include the cost of food and beverages, labor, sales tax, delivery charges, and other service fees. It does not include room rental, room setup fees, audio visual rentals, or decorations.

For further information, please email the BRC or check the policies directly.

Travel Regulations: <http://policy.ucop.edu/doc/3420365/G-28>

Business Meals and Entertainment: <http://policy.ucop.edu/doc/3420364/BUS-79>

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