

The following guidelines are designed to help inform students requesting reimbursements from the Graduate Programs Office of our policies and to speed up the process so that the reimbursements can be made in a timely fashion. All student reimbursements will continue to be processed through Oracle.

## 1. **Meal Reimbursements**

The following BIMS meal reimbursement policy is offered as guidance to students who host meals.

Please note that UVa policy requires an **alcohol approval** in advance for each individual event at which alcohol is available and UVa students are present. The UVa policy can be found at (<https://uvapolicy.virginia.edu/policy/STU-001>). The approval can be requested by any person with a UVa computing ID at <http://vpsa.virginia.edu/alcohol>.

### a. Policies for all meals:

- i. An ITEMIZED ORIGINAL receipt and a signed credit card (or payment) receipt must be provided to your BIMS administrator.
- ii. A description of the meal (name of restaurant, attendees, reason for meal, date) is required for reimbursement. A list of the diners' names and affiliation with the University is required.
- iii. Maximum meal reimbursements (2019 UVa Rate Guide):
  - Breakfast– avg of \$17/person (before tax and tip).
  - Lunch– avg of \$18/person (before tax and tip).
  - Dinner – avg of \$31/person (before tax and tip). This includes appetizer, entrée, drink, and dessert.
- iv. Reimbursement will be for one drink per person for dinner only (no alcohol at breakfast or lunch). Total alcohol cost cannot exceed 25% of the total meal cost (before tax and tip). The UVa alcohol approval form must be attached to the reimbursement request.
- v. The maximum tip that will be reimbursed by the GPO is 20% of untaxed food and beverage cost. **Please check your receipt before adding a tip as some restaurants automatically add a tip of 18%-20% to the cost of the meal.**

### b. Recruiting meals:

These additional guidelines allow for effective recruiting while reflecting positively on our programs and minimizing our potential liability.

- i. Reimbursement will be for BIMS faculty/staff/students/recruits only; spouses/significant others may attend but their meals will not be reimbursed.

- ii. The ratio of students to recruits should be no higher than one UVa student to one recruit unless permission is granted in advance by the BIMS administrator.
- iii. If recruits are taken to a winery or brewery, one tasting per person can be reimbursed by the GPO.
- c. Guest speakers:
  - i. Policies from 1.a. apply except the dinner limit is increased to the average of \$46/person (before tax and tip).
  - ii. Approval for reimbursement must be obtained from the BIMS administrator prior to the event.
  - iii. Reimbursement will be for BIMS students and guest speaker only; faculty and post-docs may attend but their meals will not be reimbursed.

## **2. Travel Reimbursements**

Itemized receipts are required.

- a. Airfare/train and other public transportation – please submit a copy of the itinerary showing ECONOMY and total cost. If the flight does not return directly to the point of origin or is multi-city due to personal stopovers, UVA will only reimburse the cost of a round trip flight back to the point of origin unless the final destination/multi-city trip is less expensive – documentation showing the cost of a round trip ticket for the actual days of travel must be provided.
- b. Reimbursable travel-associated costs are as follows: actual cost of meals up to Procurement limits (no alcohol for students/recruits), airport or hotel parking, luggage (1 bag each way) and cab/bus/shuttle.
- c. Personal vehicle mileage – reimbursement will be provided for a round trip from UVa or home to destination, whichever is less, UNLESS air or train fare would be less expensive. A MapQuest or GoogleMap is required.