

BIMS Meal Reimbursement Request - Guest Speaker

Thank you for taking our guest speaker out to eat!

To receive your reimbursement:

- ✓ Complete this form
- ✓ Attach the **itemized receipt** and the **signed credit card receipt** showing the total amount **you paid** to the back of this form; tape only the outer edges of the receipts.
- ✓ Return this form to your BIMS Administrator within 14 days after the meal

Maximum reimbursements:

\$16/person for Breakfast

\$17/person for Lunch

\$46/person for Dinner with Guest Speaker (*limit is \$31/person for a recruiting dinner*)

- ✓ *These limits exclude tax and tip*
- ✓ *The maximum reimbursable tip is 20% of the untaxed food and beverage cost. For groups, some restaurants automatically add a 20% gratuity (tip), so do not add a tip in addition to an auto-gratuity!*
- ✓ *Limit: one alcoholic beverage for dinner only if under expense limit.*

Person requesting reimbursement (*print name*): _____

Your 9-digit University ID number (*on ID badge*): _____

Date of meal with guest speaker: _____

Total amount of reimbursement: \$ _____; Meal (*circle one*): Breakfast Lunch Dinner

Who attended: Print first and last name, and circle "UVA" or "Guest Speaker."

	Print Name	UVA or Guest Speaker (<i>circle one</i>)
1		UVA or Guest Speaker
2		UVA or Guest Speaker
3		UVA or Guest Speaker
4		UVA or Guest Speaker
5		UVA or Guest Speaker
6		UVA or Guest Speaker
7		UVA or Guest Speaker
8		UVA or Guest Speaker

Your signature: _____

Tape receipts to back of this form; tape only the outer edges.

Return this form to your BIMS Administrator within 14 days after the meal.

PTAO: _____

BIMS admin printed name

Signature

Date