



COLLEGE OF VETERINARY MEDICINE Office of the Dean
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MEMORANDUM

Date: April 22, 2016

To: Tom Fenske, Manager, Health Sciences Business Center

From: Dr. Susan Tornquist, Dean

A handwritten signature in black ink, appearing to read "S. Tornquist".

Subject: Justification for approving meal reimbursements

The College of Veterinary medicine has reviewed the procedures relating to approval of reimbursement requests for meals that exceed allowable OSU *per diem* rates. These rates generally are lower than the customary prices charged by restaurants in Corvallis and also appear not to take into account any gratuities.

For local (Corvallis area) hosting events sponsored by the College that meet the criteria listed below, please complete employee reimbursement requests without seeking my authority to approve each one individually. Please use the following standard justification: "*The reimbursement request is in line with customary meal charges for mid-priced restaurants in the Corvallis area, including gratuities.*"

Criteria:

- The reimbursement rate should not exceed \$15.00 per person for breakfast, \$26.00 for lunch, and \$32.00 for dinner, including a 15% gratuity. I deem these expenses to be reasonable even though they exceed the allowable OSU per diem rates.
- No more than 2 faculty or staff members should accompany each candidate for a reimbursable meal.