

## MEAL EXPENSE RECONCILIATION FORM

DATE: \_\_\_\_\_

TRAVELED TO: \_\_\_\_\_

LAST 4 DIGITS ON P-CARD: \_\_\_\_\_

(Note: each day of travel should have its own form per p card.)

Approved Per Diem amount per person per day on first and last day of travel: \$ \_\_\_\_\_

Approved Per Diem amount per person per day on remaining days: \$ \_\_\_\_\_

Attach copies of itemized receipts to this form. Forms without receipts will be returned. Do not purchase alcohol with the UCSD p-card.

EMPLOYEE NAME	PURCHASE ORDER #	BREAKFAST VENDOR	LUNCH VENDOR	DINNER VENDOR	BREAKFAST AMOUNT	LUNCH AMOUNT	DINNER AMOUNT	TOTAL DAILY AMOUNT FOR EMPLOYEE
TOTAL AMOUNTS FOR EACH RECEIPT:								

Meals-per diem maximum is dependent on the city being visited and this should cover breakfast, lunch, and dinner. As meals are sometimes provided as part of meetings or conferences, employees should adjust spending per meal accordingly. Write the names of all employees covered by the P-Card on the back of the receipt. Documentation required: original, itemized receipt showing cost per food item, sales tax, total cost, and reasonable gratuity. Sales tax may NOT be included on meals occurring within the state of Iowa. Gratuity for meals should be reasonable (15-20% maximum), and included in your daily Per Diem amount. Visit [www.csa.gov/perdiem](http://www.csa.gov/perdiem) to determine the per diem. The meal expense is listed under "M&IE".

While using a UCSD P-Card, please remember:  
 -Alcoholic Beverages are **NOT allowed**. Make sure these charges are not included on the receipt.  
 -Coffee and beverages as part of a meal are an allowable expense. Coffee and beverages as a separate snack item (NOT part of a meal) are a personal expense and should not be paid for with the p-card.