

Department of Theatre Arts

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Hosted Meal Reimbursement Request

Name _____ UO ID #: _____

Business purpose for expense _____

Please list all participants:

First Name	Last Name	Affiliation	Business purpose for participation

I hereby certify that I am the original purchaser and that this expense was incurred for the benefit of the Department of Theatre Arts or University Theatre.

Signature _____ Date _____

Theatre Arts Hosting Policy

All hosting must be approved in advance by the Department Head.

The maximum reimbursement is the lesser of the budget approved by the Department Head or the meal per diem and tip limits shown below.

Meal Limits (Excluding tip): Breakfast & Lunch - \$14.25 per person, Dinner - \$28.50 per person . Tip of up to 15% (limit does not apply if restaurant automatically adds gratuity).

No alcohol under any circumstances.

Original itemized receipt required.