

MEMO

To: A&S Department & Program Administrators
From: A&S Fiscal Office
Date: May 1, 2009
Re: Reimbursement Policy Changes

Arts & Sciences has recently modified its policy regarding meal receipts required while traveling on College business.

Travel meals (meals consumed during travel on college business) under \$25 do not require a receipt (note: if alcohol is part of the meal, it should be noted and broken out in the form appropriately).

Entertainment (meal with traveler and guest(s)) and Non-Travel Local Meal (business meal with guest in Hanover area) require a receipt with itemization, regardless of amount. These types of meals also require that the entertainment/non-travel local meal tab of the reimbursement form be completed and submitted with the voucher.

All other items for reimbursement (transportation, hotel, etc) require receipts, regardless of amount.

The complete reimbursement policy can be found within the *Faculty Handbook* on the Dean of Faculty website:

<http://www.dartmouth.edu/~dof/pdfs/FacultyHandbook.pdf>