

TYPE OF EXPENSE	Allowed Expense	Eligible Employees	Description	Dollar Range**	Pay Method	Comments	Policy
1 BUSINESS MEALS			Meals should be comparable to State Per Diem rates and light refreshments must be cost-effective and reasonable. Expectation would be that meals are on the lower end of the range. Meals that are in the upper limits would need proper documentation of facts and circumstances of why it does not compare to Per Diem rates. Reasonable gratuity should be applied, guideline would be 20%.	Breakfast \$13-\$25, Lunch \$16-\$30, Dinner \$30-\$70	GENERALLY ALLOWED AS REIMBURSEMENT OR PCARD	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO DEPARTMENT TO REVISE OR OBTAIN EXCEPTION APPROVAL. OR WILL BE REDUCED TO APPROVED LIMIT AMOUNT. SHOULD BE LIMITED TO FOOD AND NON-ALCOHOLIC BEVERAGES	https://policy.unm.edu/university-policies/4000/4000.html
2 RECOGNITION/APPECIATION/AWARD DINNERS	YES	UNM EMPLOYEES	Recognition programs may be informal or formal, providing personal acknowledgment in a manner commensurate with the achievement. This can include lunches or Dinners. Expectation would be that meals are on the lower end of the range. Meals that are in the upper limits would need proper documentation of facts and circumstances of why it does not compare to Per Diem rates. Reasonable gratuity should be applied, guideline would be 20%.	Breakfast \$13-\$25, Lunch \$16-\$30, Dinner \$30-\$80	GENERALLY ALLOWED AS REIMBURSEMENT OR PCARD	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN EXCEPTION APPROVAL. OUTSIDE GUESTS (NON-UNM EMPLOYEES, DIGNITARIES, STATE LEADERS, ETC.) MAY ATTEND IF JUSTIFIED.	https://policy.unm.edu/university-policies/4000/3245.html
3 HOSPITALITY EVENTS THAT INCLUDE OUTSIDE PARTIES	YES	UNM & AFFILIATED INSTITUTION EMPLOYEES, RESIDENTS, CLINICAL FELLOWS	Reasonable expenses for light refreshments and meal expenses may be allowed for hospitality events that include both University employees and invited guests of the University. In order to be allowable, hospitality events must promote or advance the University's mission. Reasonable gratuity should be applied, guideline would be 20%.	Breakfast \$13-\$25, Lunch \$16-\$30, Dinner \$30-\$80	GENERALLY ALLOWED AS REIMBURSEMENT OR PCARD	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN EXCEPTION APPROVAL. OUTSIDE GUESTS (NON-UNM EMPLOYEES, DIGNITARIES, STATE LEADERS, ETC.) MAY ATTEND IF JUSTIFIED.	https://policy.unm.edu/university-policies/4000/4000.html
	YES	UNM EMPLOYEES WITH OFFICIAL UNIVERSITY GUESTS	Reasonable expenses for light refreshments and meal expenses may be allowed for hospitality events that include both University employees and invited guests of the University. In order to be allowable, hospitality events must promote or advance the University's mission. Reasonable gratuity should be applied, guideline would be 20%.	Breakfast \$13-\$25, Lunch \$16-\$30, Dinner \$30-\$80	GENERALLY ALLOWED AS REIMBURSEMENT OR PCARD	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN EXCEPTION APPROVAL. OUTSIDE GUESTS (NON-UNM EMPLOYEES, DIGNITARIES, STATE LEADERS, ETC.) MAY ATTEND IF JUSTIFIED.	https://policy.unm.edu/university-policies/4000/4000.html
	YES	INDIVIDUALS INVOLVED IN RECOGNITION OF NAMED VISITING PROFESSOR/LECTURER	Alcoholic beverages are allowable at hospitality events when such beverages are customary and reasonable considering the facts and circumstances of the particular event.	The amount expended for alcohol may not exceed thirty percent (30%) of the total amount expended for food.	GENERALLY ALLOWED AS REIMBURSEMENT OR PCARD	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN EXCEPTION APPROVAL. OUTSIDE GUESTS (NON-UNM EMPLOYEES, DIGNITARIES, STATE LEADERS, ETC.) MAY ATTEND IF JUSTIFIED.	https://policy.unm.edu/university-policies/4000/4000.html
4 MEALS - RECRUITMENT	YES	ALCOHOLIC BEVERAGES	Travel reimbursement for candidates including travel, lodging, and meal expenses will be as authorized in UAP 4040, sections 2 and 4.	Recruit - per diem meal reimbursement will be for the appropriate GSA rate allocation for each meal or for reasonable actual expenditures.	GENERALLY ALLOWED AS REIMBURSEMENT OR PCARD	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN EXCEPTION APPROVAL.	https://policy.unm.edu/university-policies/4000/4040.html
	YES	STUDENT RECRUITS	Travel reimbursement for candidates including travel, lodging, and per diem or actual meal expenses will be as authorized in UAP 4040.	Breakfast \$13-\$25, Lunch \$16-\$30, Dinner \$30-\$80	GENERALLY ALLOWED AS REIMBURSEMENT OR PCARD	SPOUSES OF JOB CANDIDATE MAY ATTEND. ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN EXCEPTION APPROVAL.*	https://policy.unm.edu/university-policies/4000/4040.html
	YES	RESIDENT RECRUITS POSTDOC CLINICAL & RESEARCH FELLOW RECRUITS	Travel reimbursement for candidates including travel, lodging, and per diem or actual meal expenses will be as authorized in UAP 4040.	Recruit - travel per diem meal reimbursement will be for the appropriate GSA rate allocation for each meal.	GENERALLY ALLOWED AS REIMBURSEMENT OR PCARD	SPOUSES OF JOB CANDIDATE MAY ATTEND. ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN EXCEPTION APPROVAL.*	https://policy.unm.edu/university-policies/4000/4040.html
	YES	FACULTY & MANAGER RECRUITS	UNM Employees can be reimbursed of actual meal expenses for members of the department and Search Committee members incurred in hosting the candidates during campus visits.	UNM EMPLOYEE - meals hosted by members of the department and Search Committee members incurred in hosting the candidates during campus visits shall not exceed \$80 per person.	GENERALLY ALLOWED AS REIMBURSEMENT OR PCARD	SPOUSES OF JOB CANDIDATE MAY ATTEND. ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN EXCEPTION APPROVAL.*	https://policy.unm.edu/university-policies/4000/4040.html
5 MEALS - TRAVEL	YES	INDIVIDUALS INVOLVED IN RECRUITMENT (VIA SEARCH COMMITTEE) OF MAJOR SENIOR POSITION, DIVISION CHIEF & DIRECTOR AND ABOVE TITLES	Per diem meal reimbursement includes the actual cost of food, beverages, gratuities, and incidental expenses. Receipts are not required for travel costs reimbursed on a per diem basis. Normally, the traveler will use the per diem rate for the location where the business event occurred. Business meetings while on travel status should be infrequent and is highly discouraged for only UNM Employees attending.	See Chrome River for specific location rates. Meal per diem is allowed at 75% of the applicable rate on both the departure day and return day. When meals are included in conference fees, or otherwise provided, the per diem meal reimbursement must be reduced by the appropriate GSA rate allocation for each meal provided.	GENERALLY ALLOWED AS REIMBURSEMENT OR PCARD	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO DEPARTMENT TO REVISE OR OBTAIN EXCEPTION APPROVAL. OR WILL BE REDUCED TO APPROVED LIMIT AMOUNT.	https://policy.unm.edu/university-policies/4000/4030.html
	YES	UNM EMPLOYEES	Travel with no overnight stay, or rest period, is limited to an IRS Form W-2 tax reportable day trip meal allowance of no more than 75% of the applicable meal per diem rate, in cases where the department approving authority expects the traveler to incur meal expenses. No day trip meal allowance will be paid when the traveler receives a provided meal, regardless of amount. Travel time must exceed twelve (12) hours in order to claim a day trip meal allowance when funded by federal sources.	SEE GSA MEAL PER DIEM RATES - https://www.gsa.gov/travel/plan-book/per-diem-rates . Meal per diem is allowed at 75% of the applicable rate on both the departure day and return day. When meals are included in conference fees, or otherwise provided, the per diem meal reimbursement must be reduced by the appropriate GSA rate allocation for each meal provided.	GENERALLY ALLOWED AS REIMBURSEMENT	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO DEPARTMENT TO REVISE OR OBTAIN EXCEPTION APPROVAL. OR WILL BE REDUCED TO APPROVED LIMIT AMOUNT.	https://policy.unm.edu/university-policies/4000/4030.html
	YES	UNM EMPLOYEES - DAY TRIP	Meals should be comparable to State Per Diem rates and must be cost-effective and reasonable		GENERALLY ALLOWED AS REIMBURSEMENT OR PCARD	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO DEPARTMENT TO REVISE OR OBTAIN EXCEPTION APPROVAL. OR WILL BE REDUCED TO APPROVED LIMIT AMOUNT.	
	YES	NON-EMPLOYEES	Reimbursement requests for actual expenses incurred by a UNM individual (faculty, staff, or student) when purchasing meals for other UNM individuals while traveling as defined in Section 3.1 of this policy, who therefore qualify for per diem reimbursement, is not generally allowable.	Each such individual is entitled to request the appropriate meal per diem amount provided for under this policy.			https://policy.unm.edu/university-policies/4000/4030.html
6 FOOD & REFRESHMENTS - STUDENT EVENTS & MEETINGS	NOT ALLOWED	UNM EMPLOYEES	The University sanctions and sponsors certain student-centered events and meetings where food and refreshments may be an integral. Meals should be comparable to State Per Diem rates and light refreshments must be cost-effective and reasonable. Expectation would be that meals are on the lower end of the range. Meals that are in the upper limits would need proper documentation of facts and circumstances of why it does not compare to Per Diem rates. Reasonable gratuity should be applied, guideline would be 20%.	Breakfast \$13-\$25, Lunch \$16-\$30, Dinner \$30-\$70	GENERALLY ALLOWED AS REIMBURSEMENT OR PCARD	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO DEPARTMENT TO REVISE OR OBTAIN EXCEPTION APPROVAL. OR WILL BE REDUCED TO APPROVED LIMIT AMOUNT. SHOULD BE LIMITED TO FOOD AND NON-ALCOHOLIC BEVERAGES	https://policy.unm.edu/university-policies/4000/4000.html
7 FOUNDATION - MEALS	YES	STUDENTS	Follow UNM Policies noted above. Meals should support Donor's intent to be allowable.	Follow UNM Policies noted above.	GENERALLY ALLOWED AS REIMBURSEMENT	ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN EXCEPTION APPROVAL. APPROPRIATE DEAN'S OFFICE APPROVAL REQUIRED.	https://policy.unm.edu/university-policies/4000/4000.html
	YES	UNM NON-ENDOWED AND ENDOWED FUNDS					

8 SOM SPECIFIC MEALS GUIDELINES	YES	CONTRACT FUNDS	<p>Create and encourage an opportunity for private individuals and organizations to invest in the support of UNM-HSC programs and services with the assurance that the benefits of these gifts and donations supplement state appropriations to the UNM-HSC; Provide a corporate structure for managing private gifts and donations, including endowments and income-producing properties, that do not jeopardize the UNM-HSC's tax-exempt status or create unrelated business tax obligations for the UNM-HSC; Provide added assurance to donors that their contributions will be distributed and utilized for the specified purposes; Provide a medium for alumni and community leaders to participate in and contribute to the strengthening of the UNM-HSC through their participation in the solicitation, management and distribution of private gifts and donations; and Otherwise provide services that support the development and outreach programs and initiatives of the UNM-HSC that include, without limitation, increasing the UNM-HSC's presence in the communities and environments where the UNM-HSC operates.</p>	<p>Foundation dollars as part of the contract with UNM Department/Unit and these funds are allocated for events and donor engagement, such as event food and alcohol.</p>	<p>GENERALLY ALLOWED AS REIMBURSEMENT</p>	<p>ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL BE SENT BACK TO THE DEPARTMENT TO REVISE OR OBTAIN EXCEPTION APPROVAL. APPROPRIATE DEAN'S OFFICE APPROVAL REQUIRED. Follow UNM Foundation Policies</p>
	YES	SOM MEALS	<p>Meals should be comparable to State Per Diem rates and light refreshments must be cost-effective and reasonable.</p>	<p>Breakfast \$13-\$25, Lunch \$16-\$30, Dinner \$30-\$65. No Alcohol will be reimbursed for meals or events.</p>	<p>GENERALLY ALLOWED AS REIMBURSEMENT OR PCARD</p>	<p>ANY EXPENSES EXCEEDING DOLLAR LIMITS WILL SEE DEANS MEMO - DATED 5.18.23 BE SENT BACK TO DEPARTMENT TO REVISE OR OBTAIN EXCEPTION APPROVAL. OR WILL BE REDUCED TO APPROVED LIMIT AMOUNT. SHOULD BE LIMITED TO FOOD AND NON-ALCOHOLIC BEVERAGES</p>

* In the context of executive leadership recruitment, there may be instances where it is appropriate for spouses of University of New Mexico (UNM) executives to attend meal meetings or events. To ensure compliance with UNM policies, prior approval from the Health Sciences Center Financial Services Division (HSC FSD) is required before the event takes place. This approval process is designed to verify the business necessity and appropriateness of spousal attendance.

**Academic and administrative units may establish their own internal reimbursement guidelines that are more restrictive than this matrix. (See UNM Policy 4000.1)