**Reimbursement for Meals that fall under the Official Function Policy (Not on Travel Status):**

This is in reference to meals being reimbursed primarily through the Purchasing Office unless you are an employee who has a Traveler TCard through the Travel Office.

1. When asking for reimbursement for meals that fall under the Official Function Policy of the U of A, an itemized meal receipt is always required.  Any gratuity, regardless of description, shall not exceed 20% of the total bill without authorization and approval by the Agency Procurement Officer, Business Manager, Associate Vice Chancellor for Business Affairs, or Travel Manager. An explanation of why the increased amount should be allowed must be included for consideration of an exception.