

## Nathan Hale – Internal Billing

Nathan Hale uploads invoices via batch generated DV into Quali daily.

Review invoices and verify the following:

- No tax is charged – add all receipts and room charges to make sure all taxes have been deducted. Compare total of backup to invoice total.
- No alcohol is charged – add all receipts to make sure all alcohol charges have been deducted. Compare total of receipts to invoice total. Nathan Hale charges the Foundation for all alcohol.
- No payment of companions of Candidates during the interview phase of recruitment – add all receipts to make sure that expenses not directly related to the candidate are deducted. Compare total of backup to invoice total.
  - Look for the date of the interview and the title of the position being interviewed for.
- If the candidate has been extended the job, reimbursement for the new employee and one immediate family member may be made for lodging and meal expenses. (These are now taxable expenses and must be adhoc'd to the Tax and Compliance group).
- Look up hotel guests in the phone directory to verify that they are not UConn students, faculty, or staff. If they are employed by the University, send an e-mail to the department to confirm status.
  - Sometimes new employees are added to the phone directory prior to their hire date. If this is the case, the department should include the new employee's start date in their e-mail response.
  - If the employee or student is not new to UConn, an Exception to Policy form needs to be filled out. Talk to Associate Director prior to sending an email for exception form.
  - New hires that come back to the hotel for a second stay need may be subject to tax. Adhoc-FYI route these to tax manager using the Tax and Compliance group if the stay is not the guest's initial visit.
- Check meal tickets to make sure all attendees are listed (number of names match guest receipt) and the business purpose of the meeting is stated. If a Fiscal Officer, Director, Department Head or higher level person has a meal at the Hotel; it must have higher level approval. The supervisor can be found on the Request for Travel Approval website. For banquets, the same information is needed.
  - Faculty that report to the Provost, ad-hoc approve DV to Provost Group
  - Faculty that report to Jeremy Teitelbaum, ad-hoc approve DV to CLAS-BSC Group
  - Faculty that report to the President, ad-hoc approve DV to Lillian Bosques
- Check meal tickets for GSA rate compliance both with meal and tip totals.

**Sample e-mails:**

Good Afternoon:

I have document #        in my action list to approve. If a Department Head has a business meal at the Nathan Hale we need the Dean's signature on the invoice. Could you have the Dean sign the first page of this invoice as evidence of approval?

Thanks,

Good Afternoon:

The attached direct billing from the Nathan Hale Inn was received by Accounts Payable for charges incurred by personnel who are listed as faculty of the University (                      ). The charges include lodging. Can you please furnish the business reason for this expense.

Also, for all meals without a meal ticket, can you please provide the names of the guests, their affiliation to the University and the business reason for the expense. If a Department Head had a business meal at the hotel, we will need the Dean's signature on the first page of the invoice as evidence of approval.

## **5f. BUSINESS MEALS (WHILE NOT TRAVELING)**

Note that the provisions in this section do not supersede meal reimbursements as stipulated by Collective Bargaining agreements.

In general, employees are responsible for paying for their own meals when they are not traveling. That said, meals associated with business meetings or for business purposes may be reimbursed. Examples of circumstances under which reimbursement is justified include meals during conferences, workshops, or interviews of job candidates, and meals with visiting lecturers, donors, or other official guests. Meals between faculty/staff and students, while allowable when there is a business justification, should be infrequent.

In addition, units may purchase group business meals when a group meal is essential to the effectiveness and efficiency of the meeting. This is especially the case when multiple units are called together for a substantial meeting, or when stopping the meeting to allow employees to leave for a normal meal would be disruptive and inconvenient for the University. To justify a group meal, business meetings must last for a minimum of two hours. If the meeting can be accomplished effectively without a meal, then it should be.

Group business meals are usually purchased through dining services (including Chuck and Augies), outside vendors, or the Nathan Hale Inn. They require the prior written approval of the Department Head, Director or Dean. The approval request should include the purpose of the meeting or event; a formal written agenda including session times; a list of attendees with their associated departments/entities; and the expected cost of the meal per person. Set-up and delivery costs associated with the group meal shall not be included in the meal limit calculation.

For all business meals, including group meals, organizers should limit attendance to essential guests only. Without proper justification on the Business Meal Detail Form, the University will not reimburse expenses for spouses or partners or non-essential guests. Under no circumstances will reimbursement for each guest (including taxes and tip) exceed two times the appropriate GSA Per Diem meal amount for the location. The University will reimburse expenses for food and non-alcoholic beverages only; the University does not pay for alcoholic beverages.

### **Procedures**

Departments with Foundation funds are encouraged to use these funds as the primary reimbursement method to cover the expense of business meals.

If Foundation funds are not used, employees may request reimbursement for business meals by attaching the Business Meal Detail Form (Appendix C) with the original itemized receipt and proof of payment to the Reimbursement Request. The Business Meal Detail Form (Appendix C) must include the date, location, business purpose, names of attendees and their affiliation to the University and the actual cost of the meal per person.

For authorized business meals at the Nathan Hale Inn and Conference Center, a Meal Charge Ticket allows departments to charge the meal to a KFS account. The Meal Charge Tickets are available at the

Nathan Hale Inn and Conference Center. All Meal Charge Tickets require pre-approval by the appropriate Department Head, Director or Dean. (See Appendix G for sample of the Meal Charge Ticket.) Organizers of group meals must obtain prior written approval for the meal from the Department Head, Director, or Dean. The approval request should include a Business Meal Detail Form, including the purpose of the meeting or event; a formal written agenda including session times; a list of attendees with their associated departments/ entities; and the expected cost of the meal per person. The organizer should submit the Business Meal Detail Form and the signed approval with the payment request. Accounts Payable will retain these materials for audit purposes.