

COLORADO COLLEGE
MEAL GUIDELINES AND PROCEDURES

Reimbursement will be allowed for reasonable actual meal expense incurred, including tips. 6 0 0 9.96 77.04 49.1r6(5d).I-

**Campaigning or Political
Lobbying**

We are a 501C3 Non-profit organization and therefore not authorized to hold business meals where the purpose is to do political lobbying or to support any particular candidate in an election.

Foreign Meals

Foreign Meals will be reimbursed at either actual expenses or U.S. State Dept. per diems and “actuals” will be subject to the same reasonability test against the State Department per diem. Per diem rates are available at; http://aoprals.state.gov/web920/per_diem.asp

Tax tip: When using the Per Diem system you will not need to submit receipts. It is a good idea, however, to keep all your receipts in your own personal files against the eventuality of any CC external audit.

Gratuities

Currently, the domestic standard is 15-20 percent of the total bill; international standards may vary. Gratuities should be shown on the credit card receipt or restaurant receipt. If you use cash, annotate

CLASS MEALS WHILE TRAVELING

Instructors or coaches buying meals for students will need to submit actual receipts for the meals. If the instructor or coach is already using the Per Diem system for his or her own expense please deduct your own portion (if any) of actual expense from the receipt.

CC has an in house policy of allowing students on CC trips to be given cash of up to \$25 per day in lieu of purchasing group meals for the students. Individual departments may vary the amount that may be assigned but in no case should it exceed \$25 per day. The instructor or coach will need provide an original signup sheet which shows:

Date

Trip or Class

name Location

Student Name in

print Amount

given Student

Signature