Procedure – The Faculty Club can be used for Business Meals or College of Pharmacy Special Events. Please submit a complete eRequest in advance of your event. Our office recommends a minimum of 2 days to allow for processing time.

Business Purpose for Business Meals:

- Primary purpose must be a business discussion and include at least one non-OSU individual necessary to the discussion.
- Expenses may only be incurred for those individuals who presence is necessary (spouse/children expenses are considered policy exceptions. They require justification and prior approval.
- Number of invitees to a business meal should be kept to a reasonably justified minimum. As a guideline, four (4) participants plus the guest without additional justification and pre-approval.

Business Purpose for College Special Events:

- Should only be used for significant, irregular events (i.e. going away/retirement events, holiday celebrations).
- Invitation can be extended to anyone within OSU as appropriate when considering the event. Spouses, children, or other family requires additional justification and prior approval.
- The announcement/invitation including recipients must be included with the request.

Expenses Must be Reasonable:

- Meal expenses must not exceed 3x the current federal per diem rate for Columbus.
  Current per diem (Columbus)= $59.00; $14.75 breakfast, $14.75 lunch and $29.50 dinner. Max for dinner is calculated at $88.50 per person.
- Alcohol expense must be kept to $20.00 or less per person for dinner only. Alcohol must have the prior approval from the Chief Administrative Officer on behalf of the Dean.
- Tip must be kept to 20% or less including any alcohol expense.

Once the eRequest is approved, you can get the account number from any member of the Fiscal Team.

Once the transaction is complete, scan and upload the receipt in the eRequest and SAVE the eRequest. Please turn the original receipt in to Linda Emmenegger for records retention.