

MEMORANDUM

TO: Department Chairs, Center/Institute Directors, Department Managers, Faculty, Staff

FROM: Betty Aldridge, Executive Director
Medical College of Georgia Research Institute

SUBJECT: **Reimbursement for Meals and Entertainment Expenses using Research Incentive Accounts**

DATE: April 27, 2005

This memo is being provided to clarify the circumstances under which the Medical College of Georgia Research Institute will reimburse vendors or individuals for costs related to meals and entertainment. The following are general guidelines for allowable expenses:

- The event for which the expense was incurred involves individuals who are not employees of the Medical College of Georgia. Examples include meals and refreshments for seminar speakers, recruitment, student open houses, meetings with consultants, etc. Documentation should describe the nature of the event and include a list of attendees.
- Meetings which benefit the Medical College of Georgia. Documentation should include a typed agenda or a description of the business conducted and list of attendees.
- Faculty seminars/journal club meetings. Documentation should include an agenda or the flier announcing the event and a list of attendees.

This list may not be comprehensive. If you are not certain that reimbursement will be approved, please contact Sandra Brown (sabrown@mcg.edu) before incurring the cost.

It is the responsibility of the department to present adequate justification for reimbursement, and costs should be reasonable and appropriate. (Note: we are skeptical of night-time business meetings in the month of December, even with an agenda!) We ask that you use the [attached form to submit your request](#) and to provide the necessary documentation.

Please remember that reimbursement requests should be processed through the Medical College of Georgia using the check request process for those expenses which are allowable by MCG. I understand that the Controller's Office will be addressing payment of food costs from Medical College of Georgia accounts in the future. Stay tuned.