



EXECUTIVE VICE PRESIDENT—  
CHIEF FINANCIAL OFFICER

OFFICE OF THE PRESIDENT  
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October 19, 2021

**VICE CHANCELLORS--ADMINISTRATION**

Subject: Increase in Meal Rates for Business and Entertainment

Campuses have been experiencing difficulty arranging meals for events based on the existing rates for business meals and entertainment. The last time the meal rates for business and entertainment were increased was in 2016. After discussing with the campus controllers, we have elected to increase the rates by 5% in 2021 and another 5% in 2022. Effective November 1, 2021, the maximum per person amounts for the reimbursement of business and entertainment meal expenses have been revised as follows:

Breakfast	\$28
Lunch	\$49
Dinner	\$85
Light Refreshments	\$20

As a reminder, these amounts include the cost of food and beverages, labor, sales tax, service, and delivery charges. The cost of room rental, room set-up fees, media rental, and decorations, etc., are not included in the per-person costs unless these costs cannot be separated by the vendor.

Effective January 1, 2023, the maximum per person amounts for the reimbursement of business and entertainment meal expenses thereafter will be as follows:

Breakfast	\$29
Lunch	\$51
Dinner	\$89
Light Refreshments	\$21

Business and Finance Bulletin BUS-79, Expenditures for Entertainment, Business Meetings, and Other Occasions, will be revised to include this information. The rates will be reviewed annually thereafter for changes in the consumer price index.

If you have any questions about the rates, please call David Won at (510) 587-6043.

A handwritten signature in black ink, appearing to read "Nathan Brostrom".

Nathan Brostrom  
Executive Vice President and Chief Financial Officer

Vice Chancellors Administration

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cc: Executive Vice President and Provost Brown  
Executive Vice President and COO Nava Senior Vice President  
Vice President Leasure  
Vice President Humiston  
Vice President Lloyd  
Associate Vice President Alcocer  
Associate Vice President –Interim Systemwide Controller Satorre  
Campus Controllers  
Medical Center Controllers  
Secretary of The Regents Shaw  
Executive Director Kalmijn  
Manager Won