
Justifications

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- When exceeding the maximum per person meal cap, the requester needs to supply a justification answering the question "why was it necessary or unavoidable to exceed the non-exceptional per person meal maximum."
- Please note: the more you exceed past the non-exceptional per person limit, the more concise the justification has to be. Supporting documentation may need to be included to support said justification.
- Always provide the *background* of why the event occurred clarifying accronyms or industry jargon.

Justifications

Examples:

- **Insufficient:** The guest lecturer was really important and was taken to dinner to a restaurant the Chief really likes. As the restaurant was upscale it was expensive. 😞
- **Sufficient:** The guest lecturer was taken to dinner to express the departments gratitude. This particular restaurant was chosen for its proximity to the department and lodgings of the guest and to show the department's level of appreciation. The lecturer normally charges a much higher honorarium fee than the department actually paid and in the hope the lecturer would agree to another visit and possible collaboration, this too was taken into consideration. Lastly, San Francisco is recognized as having a higher than average cost of living than most US cities with this restaurant in addition being located in a very business and touristic centric area.... 😊

APPROVED

Supporting Documentations

- Entertainment
 - Itemized receipt (missing receipt form if no itemized receipt)
 - Guest list
 - Visiting Professor: seminar poster
 - Spouses/family: invitation
 - Contract
 - Faculty search number for interviews
 - Missing receipt form for single item expenses over \$75
- Travel
 - Attach the meeting or conference agenda
 - Limousine: justification or imputed taxi cost
 - Declaration of incurred expenses by guest traveler
 - Lodging invoice