BUSINESS ENTERTAINMENT

Approved Expense Reports must be submitted to Accounts Payable within thirty (30) days from the date the business meal and entertainment expense was incurred. Employee completes Expense Report, scanning and attaching all required supporting documentation, including receipts, bills, etc. Per IRS rules and regulations, expenses not submitted for reimbursement in a timely manner are subject to inclusion in the employee’s wages and reported as taxable income. Names of guests, names of organizations represented, guests’ positions within the organizations, and business justification must be provided on the Expense Report. These entertainment expenses must be reasonable and not lavish or extravagant. If you entertain business and non-business individuals at the same event, Baylor will not reimburse the non-business portion of the expenses. Reasonable tipping, which is normally 15% to 20% of the meal cost, will be reimbursed.

- Documentation of the detailed business purpose must include date, amount of expense, location, names and titles of those in attendance, and business matters discussed.
- Detailed original receipts must accompany the request for reimbursement of the actual cost (meal or entertainment).
- Meals with a clearly substantiated business purpose are those directly associated with the active conduct of Baylor business. Examples of business meals include meetings with potential students, donors, or prospective employees at which a bona fide business discussion takes place. Meals for departmental meetings or business meetings with colleagues may be reimbursed if occurring infrequently. The business discussion must not be secondary to the purpose of the meal. The employee receiving reimbursement must be present at the meal where the business discussion takes place. Meals eaten alone do not qualify as business meals.
- Alcoholic beverages are not an allowable expenditure.
- Entertainment expense must be directly related to the conduct of Baylor business. IRS regulations require that the employee engage in the active conduct of business with the person being entertained. Entertainment expenses associated with the active conduct of Baylor business will be reimbursed if they directly precede or follow a bona fide and substantial business discussion.