

# Meal Reimbursement Guide for Visiting Scholars

## Overview

Visiting scholars at Iowa State University are considered non-employees and must follow non-employee travel guidelines. They may claim actual meal expenses up to the applicable per diem, with receipts required. Reimbursements can only be processed after expenses are incurred. This guide outlines how visiting scholars can appropriately document and claim meal expenses during their stay.

## Eligibility and Allowable Expenses

- Applies only to visiting scholars (not employees or enrolled students).
- Meals must be purchased during official program dates.
- Reimbursement is based on actual meal costs, not a flat per diem.
- Maximum reimbursement is capped at the daily per diem rate (e.g., \$65/day).
- Weekly cap examples: \$455 (7-day week), \$325 (5-day week).
- Expenses may be spread across multiple days to accommodate grocery shopping patterns.

## Guidelines and Requirements

- Receipts are required for all expenses (digital receipts accepted).
- Missing receipts require submission of a Certificate of Missing Receipt.
- Only food and drink items are eligible (no toiletries, household items, etc.).
- Avoid double-counting (e.g., claiming a grocery meal and a restaurant meal for the same time).
- Itemized receipts are strongly encouraged for clarity.

## Submitting for Reimbursement

1. Save itemized receipts for all meals and groceries.
2. Organize expenses by week or designated reimbursement period.
3. Total actual expenses, ensuring they do not exceed the weekly per diem cap.
4. Submit via your host department using the non-employee reimbursement process.
5. Include a Certificate of Missing Receipt if applicable.

## Avoid These Common Mistakes

- Claiming more than the allowed per diem (even with receipts).
- Including non-food items in meal claims.
- Failing to provide documentation or a missing receipt form.
- Overlapping claims for the same meal period.

## Contact Information and Policy Link

For questions, contact the Office of the Senior Vice President and Provost.

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Policy details are available at: <https://www.policy.iastate.edu/policy/visitingscholars>