T& E Card FAQ

A. Can I exceed the $62 per person limit for Meals & Incidentals?

No, the Daily Limit for Meals & Incidentals in the continental United States is $62 per person; there is no exception to this limit. If the traveler incurs a Travel & Entertainment Card charge for Meals & Incidentals that exceeds the daily limit, please itemize the excess amount (over $62) under the category of "Other" as outlined in the Oracle Procurement KBA #1892172.0. To repay the University, follow the proper process for Personal/Non-Reimbursable transactions as outlined in the T&E Card FAQ.

B. How do I process a T&E Card transaction over $62?

For transactions over $62, you will need to itemize the charge under the category of "Other." However, if the itemized charge still exceeds $62, you must complete an expense report to reimburse the University. To do this, you will need to request a miscellaneous purchase order (MPO) to reimburse the charge in full. You can find information on how to request an MPO in the Oracle Procurement KBA #1892172.0.

C. What will happen if I exceed the $62 limit on my T&E Card and don’t follow the proper process?

If you exceed the $62 limit on your T&E Card and do not follow the proper process, you may be held responsible for reimbursing the University for the amount over $62. This includes any related penalties or fees.

D. Are there any exceptions to the $62 per person limit for Meals & Incidentals?

No, there are no exceptions to the $62 per person limit for Meals & Incidentals. If the traveler exceeds the daily limit for Meals & Incidentals, they must itemize the excess amount under the category of "Other."