

Research Expenses – Spending Reminders from A&S Budget

Reminder – Meals and Travel:

Changes to the University's travel policy that went into effect January 1, 2025, related to expense limits for reimbursement for meals and hotel stays are listed below:

- Hotel and meal reimbursements for receipted travel have been limited to 2.5X the average federal per diem amount for that trip (dependent on location; as established by the U.S. GSA. This applies for both credit card activity and expense reimbursement when using the actual receipt method. Per diem method of travel is unchanged.
- For Domestic per diem rates use the [U.S. General Services Administration link](#).
- For International per diem rates use the [U.S. Department of State link](#) and the same calculation applies.
- In Syracuse, when hosting guests, the meals and incidental total is \$80 and the breakdown includes
 - Breakfast \$20 – SU allows 2.5X or a maximum reimbursement of \$50
 - Lunch \$22 – SU allows 2.5X or a maximum reimbursement of \$55
 - Dinner \$33 – SU allows 2.5X or a maximum reimbursement of \$82.5
 - A detailed receipt showing menu items ordered and a list of attendees is required for all business meals.
 - Incidental expenses \$5. First and last day of travel to Syracuse per diem \$60.
 - The maximum gratuity remains 20%.
- The daily lodging rate for Syracuse through September 2025 is \$122. The SU maximum rate allowed per night for a hotel in Syracuse is \$305.

Reminder - Reimbursement Submission Requirements: When submitting reimbursement requests for meals and travel, please be aware that—per University and IRS guidelines—all expenses must be fully documented **within 60 days of the trip's end date** to avoid having any portion of the reimbursement treated as taxable income. Timely and complete submissions help ensure compliance and prevent delays or tax implications.

Required documentation includes:

- Date and location of the expense
- Amount spent
- Names of attendees (both University and non-University individuals)
- Explicit business purpose of each expense

Reminder - Spending Limit Policies:

- Faculty recruitment dinners – Maximum number of guests = 5 plus the candidate. Any additional guests must pay for themselves.
- Other large meals/gatherings (beginning or end of semester events, for example) – spending limit \$2,500.

Reach out to cascomp@syr.edu with questions.