

RISD FY24 Spending Guidelines		
Meals		
Meals – RISD Travel (No Guests)		<p>While traveling on behalf of RISD, Employees will receive per diem.</p> <p>The expensing of individual meals is not allowed.</p> <p>Per diem is calculated with GSA per diem rate: https://www.gsa.gov/travel/plan-book/per-diem-rates</p>
Meals – Business & Hospitality Related (Entertaining Guests)	\$20 \$40 \$80	<p>Breakfast (Maximum) Lunch (Maximum) Dinner (Maximum) Average including tax and tip.</p> <p>Exceptions require Controller Approval</p>
Meals – On Campus Staff, Faculty, & Students	\$18 \$25 \$38 rates are ~30% more GSA Rate	<p>Breakfast (Maximum Rate) per person Lunch (maximum Rate) per person Dinner (Maximum Rate) per person Campus meals must be catered by RISD Catering and have a business purpose.</p> <p>Meal rates listed to the left are ~130% of GSA per diem rates for Providence.</p> <p>Meals or beverages in local restaurants with only RISD faculty staff in attendance are not permitted.</p> <p>Exceptions require Controller Approval</p>
Hotel - Lodging	Up to \$270 Up to \$400 Up to \$350	<p>Average Daily Rate for ALL US Cities including taxes Excluding the following:</p> <p>Average Daily Rate including taxes For US Cities New York & San Francisco</p> <p>Average Daily Rate including taxes For US Cities Boston, Chicago, Washington DC, Los Angeles</p> <p>Foreign City locations should use the US State Dept Per Diem Rates as a guide: https://aoprals.state.gov/web920/per_diem.asp</p> <p>Exceptions require Controller Approval</p>
2024 Mileage Reimbursement Domestic (through 12/31/24)	\$0.67	<p>Rate per mile. Based upon IRS Guidelines</p>
Car Rentals		<p>All car rentals must be booked via Egencia using our preferred suppliers (National & Enterprise) www.egencia.com</p> <p>Exception permitted if neither preferred supplier is available at the rental location.</p>
Tipping Guidelines		

Meals at Restaurants	20% or less	A reasonable tip amount and industry standard is 15-20% of the price of the meal and should be based on the total that excludes tax, discounts and fees. Although an individual may tip less than this percentage, for any amount over 20% the individual will be responsible for these expenses out of pocket; If the tip amount is automatically added to the bill, the full amount of the tip assessed will be reimbursed and no additional tip should be added.
Take Out Meals	10%	A reasonable tip amount and industry standard is 10% of the price of the purchase and should be based on the total that excludes tax, discounts and fees. Although an individual may tip less than this percentage, for any amount over 10% the individual will be responsible for these expenses out of pocket;
Delivery Meals	15-20%	If gratuity is included in the price of the delivery, a tip is not necessary; however, please note that there is a difference between a delivery charge and a gratuity or tip. The delivery person does not receive the delivery charge; therefore, a tip is appropriate if not already included in the price of the purchase; A reasonable tip amount and industry standard is 15-20% of the price of the purchase and should be based on the total that excludes tax, discounts and fees. Although an individual may tip less than this percentage, for any amount over 20% the individual will be responsible for these expenses out of pocket;
Catering	15%-20%	If gratuity is included in the price of the delivery, a tip is not necessary; however, please note that there is a difference between a delivery charge and a gratuity or tip. The delivery person does not receive the delivery charge; therefore, a tip is appropriate if not already included in the price of the purchase; A reasonable tip amount and industry standard is 15-20% of the price of the catering and should be based on the total that excludes tax, discounts and fees. Although an individual may tip less than this percentage, for any amount over 20% the individual will be responsible for these expenses out of pocket;
Taxi, Uber, Lyft	10%-20%	A reasonable tip amount and industry standard is 10% of the price of the purchase. Although an individual may tip less than this percentage, for any amount over 20% the individual will be responsible for these expenses out of pocket;
Charter Bus Drivers	10%	A reasonable tip amount and industry standard is 10% of the price of the purchase. Although an individual may tip less than this percentage, for any amount over 10% the individual will be responsible for these expenses out of pocket;