Meals – RISD Travel (No Guests) Meals – RISD Travel (No Guests) Meals – Business & Hospitality Related (Entertaining Guests) Meals – On Campus Staff, Faculty, & Students Staff, Faculty, & Staff, Invaliding taxes Faculty Staff in attendance are not permitted. Exceptions require Controller Approval Staff, Faculty, & Students Staff, Faculty, Maximum, Pace Person Campus meals must be ca	RISD FY24 Spending Guidelines				
While traveling on behalf of RISD, Employees will receive per diem.					
Per diem. The expensing of individual meals is not allowed. Per diem is calculated with GSA per diem rate: https://www.gsa.gov/travel/plan-book/per-diem-rates https://www.gsa.gov/travel/plan-book/per-diem-rates S40 Breakfast (Maximum) Lunch (Maximum) Average including tax and tip.	Meals – RISD Travel				
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Average including tax and tip. Exceptions require Controller Approval Breakfast (Maximum Rate) per person Lunch (maximum Rate) per person Campus meals must be catered by RISD Catering and have a business purpose. Meal rates listed to the left are ~130% of GSA per diem rates for Providence. Meals or beverages in local restaurants with only RISD faculty staff in attendance are not permitted. Exceptions require Controller Approval Hotel - Lodging Up to \$270 Average Daily Rate including taxes For US Cities New York & San Francisco Up to \$350 Vp to \$400 Average Daily Rate including taxes For US Cities Boston, Chicago, Washington DC, Los Angeles Foreign City locations should use the US State Dept Per Diem Rates as a guide: https://aoprals.state.gov/web920/per_diem.asp Exceptions require Controller Approval 2024 Mileage Reimbursement Domestic (through 12/31/24) Car Rentals Average Daily Rate including taxes For US Cities Boston, Chicago, Washington DC, Los Angeles Foreign City locations should use the US State Dept Per Diem Rates as a guide: https://aoprals.state.gov/web920/per_diem.asp Exceptions require Controller Approval All car rentals must be booked via Egencia using our preferred suppliers (National & Enterprise) www.egencia.com		-			
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Staff, Faculty, & Students Staff, Faculty, & Staff,			Exceptions require Controller Approval		
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Campus meals must be catered by RISD Catering and have a business purpose. Are and Meal rates listed to the left are ~130% of GSA per diem rates for Providence. Meals or beverages in local restaurants with only RISD faculty staff in attendance are not permitted. Exceptions require Controller Approval Average Daily Rate for ALL US Cities including taxes Excluding the following: Up to \$400 Average Daily Rate including taxes For US Cities New York & San Francisco Up to \$350 For US Cities Boston, Chicago, Washington DC, Los Angeles Foreign City locations should use the US State Dept Per Diem Rates as a guide: https://aoprals.state.gov/web920/per_diem.asp Exceptions require Controller Approval 2024 Mileage Reimbursement Domestic (through 12/31/24) All car rentals must be booked via Egencia using our preferred suppliers (National & Enterprise) Wwww.egencia.com	Staff, Faculty, & Students	\$25	Lunch (maximum Rate) per person		
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Exception permitted if neither preferred supplier is					
			Exception permitted if neither preferred supplier is		
available at the rental location.					
Tipping Guidelines					

Meals at Restaurants Take Out Meals	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. 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;