

Business / Personal Meals: A Snapshot

| | Personal Travel Meal | Business / Entertainment Travel Meal | Overtime Personal Meal |
|----------------------------------|---------------------------------|---|------------------------|
| Per diem limit | ~ \$75 | N/A | \$20 |
| Per diem limit, outside the U.S. | ~ \$100; \$140 (European Union) | N/A | N/A |
| Dinner, per person limit | N/A | ~ \$70 | N/A |
| Dinner, limit outside the U.S. | N/A | ~ \$80 (European Union/ high-cost county) | N/A |
| Lunch | N/A | Less than 2/3 the cost of dinner | N/A |

Note: Per diem limits and per person limits include tax and tip. Limits vary based on location.

Reimbursable / OSI-Covered Expenses vs. Personal Expenses

| | Reimbursable | Personal | Notes |
|---|--------------|----------|--|
| Travel meals with other OSI employees | | | |
| Local meals outside of OSI with employees | | | May be allowed if explanation is attached as to why the meeting couldn't be held within OSI. |
| Alcoholic beverages | | | May be allowed if ordered for a business meal and is kept to a minimum. |
| Meals that could have been taken at a conference that is being attended | | | May not be reimbursable, include explanation. |

Note: The information represented largely reflects guidelines rather than set rules. Exceptions may apply to the "rule" on a case-by-case basis.