



#### Having a Business Meal? Things to Remember:

1. Names of everyone present
2. Obtain a **detailed receipt** (a credit card receipt is **not** sufficient)
3. **Tax** – no tax! Ohio State is tax-exempt.
4. **Alcohol** – no more than \$20 per person
5. **Gratuity/Tip** – no more than 20% (watch for gratuity automatically added to avoid double tipping)



#### Purchasing a good/service? Things to Remember:

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3. Purchase **only** what is approved via the eRequest.
4. Return card in a timely manner with all receipts



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