

# DINING OUT ON MARCO'S DIME

## GENERAL INSTRUCTIONS:

- Please consult with Marco's Program Coordinator about the budget available for the meal before making your decision of where to dine (esp. if you are going somewhere higher-end).
- **Paying the Bill:** When taking a person or group out for a meal that Marco will be paying for, there are two options for paying the bill: reimbursement or direct bill. There are pros and cons to both options, which are outlined on page 2, below.
- **Tipping:** Tips should not exceed 20% of the bill, per university policy. Most restaurants used to UT business should note this automatically, but please check just in case. Some places automatically add 18% tip as a matter of course, and this may be the best option to avoid accidental over-tipping.
- **Receipts:**
  - Save all receipts and turn them in to Marco afterward. Without the proper receipt(s), Marco cannot pay for the meal.
  - Receipts **MUST** be itemized (i.e. list all items purchased) **AND** show the method of payment (e.g. show last four digits of credit card)
    - Note: Some restaurants will issue two receipts, one showing what was ordered, and one showing the payment method. You must return **BOTH** receipts to Marco in this case, or the Treasurer's Office will not accept it. Receipts should also show amount of tip (no more than 20%).
    - Remember to get alcohol separated out from the overall meal receipt. In this case, you will have one receipt for food, and one for alcohol.
- **Alcohol:** Per UT policy, alcohol **cannot** be served to any students, whether undergraduate **OR graduate**. These meals count as 'university events', whether on or off campus, and alcohol may not be served to them in any instance.
  - If there are no students present, you may order alcohol, but the drinks must be rung up on a separate receipt, or UT will not reimburse it the bill.
  - If graduate students are present, even if they don't drink, UT will not reimburse the expenses if alcohol is included.
- **Follow-Up:** After the meal, please give the following to Marco's Program Coordinator:
  - Your **receipts**
  - **Marco Group Events Receipt Submission Form** (hard copies are available in folder in box outside of Greve 601). Include information on the location and purpose for the meal (e.g. "Dinner at Sunspot with visiting speaker X"), a complete list of attendees at the meal, and note the method of payment.

REIMBURSEMENT (PETTY CASH)

- With this option, one of the diners (preferably a Marco faculty or graduate student) will cover the full bill, and then submit their receipt(s) to Marco for reimbursement.
  - Pro: You can go to any restaurant you want.
  - Con: It may take 2-6 weeks for UT to reimburse you.

DIRECT BILL

- Some restaurants in town offer the option to direct bill Marco.
  - Pro: You don't have to pay out of pocket, because the restaurant will send the bill to Marco (though you still need to bring a copy of the receipt(s) to Marco).
  - Con: There is a limited list of participating restaurants, so you don't get much selection.
- To do this option, you will need to have a UT business card that lists Marco's mailing address on it (you can pick one up from either Marco's Riggsby Director or Marco's Program Coordinator).
  - Present the business card to the waiter before the meal. Your server should know how to proceed from there.
- The list below is restaurants that will direct bill UT (as of Fall 2017). Direct billing, however, is up to individual managers, so be aware that **this list could change**, and you may want to verify in advance with the restaurant.

Near Campus:

Brenz Pizza  
Chandler's Deli  
Copper Cellar  
Salsarita's  
Jason's Deli  
Mellow Mushroom  
Panera  
Sunspot

Downtown & Old City:

Babalu Tacos & Tapas  
Barley's  
Café 4  
Crown and Goose  
Downtown Grill & Brewery  
Sweet P's BBQ  
Tomato Head

General Dining:

Aubrey's  
Bravo  
Calhoun's  
Holly's Gourmet Market  
Zoe's Kitchen

Fancier Meals

**(Check about budget before eating at these):**

Bistro by the Tracks  
Blue Coast Bar & Grill  
Chesapeake's  
Echo Bistro  
Five Bar  
Knoxville UnCorked  
McEwan's Kitchen (Four Points Sheraton)  
Naples  
Northshore Brasserie