

FOOD & BEVERAGE POLICY

Purpose/Background:

To document food and beverage guidelines for the University and to provide guidance on the appropriate procurement methods for such purchases.

Food/beverage expenses are classified as expenses for food and/or beverages purchased in relation to business. Purchases for food and/or beverages must comply with the policy rules outlined below which places limitations on the type of circumstances where food/beverage is allowable, average amounts per person and documentation requirements depending on number of attendees.

Food & Beverage Rules:

- 1) To serve the public purpose of the University, the following circumstances are allowed for providing food and beverages:
 - a) **Recruiting Meals.** Meals for prospective faculty, staff or students, and the spouses of any of the foregoing, and for University hosts when the meals are a necessary, customary or expected part of a recruiting process.
 - b) **Business Meals.** Meals for business associates, vendors or customers of the University and University hosts when such meals are in the interests of the University.
 - c) **Working Meals.** Meals and light refreshments consumed during work when the meals enhance or extend the quantity or quality of the work, facilitate a business meeting, or employee development activity when the meals are necessitated by workload or scheduling conflicts.
 - d) **Student Meals.** Meals and light refreshments for students representing the University or participating in official student activities.
 - e) **Retirement Functions.** Meals and light refreshments for functions honoring departing faculty or staff.
 - f) **Recognition/Appreciation Functions.** Light refreshments and meals for functions honoring faculty, staff or student recipients of awards or milestones or other appreciation.
 - g) **Courtesy Refreshments.** Light refreshments for visitors of the University.
 - h) **Patients and Research Subjects.** Necessary nourishment provided to patients, participants, and their caregivers.
- 2) Expenses incurred for amounts to include tips, tax and service charges are not to exceed the following amounts:
 - a) Light refreshments: \$25 average per attendee
 - b) Breakfast: \$25 per person
 - c) Lunch: \$40 per person
 - d) Evening Meal: \$100 per person

- 3) To document compliance all payments, regardless of procurement method, must contain the stated purpose, number of attendees, and if 10 or less attendees, the full names of those attendees.
- 4) Any exceptions to this policy must be approved by a University Executive Officer.

Available Procurement Methods:

Pcard – Only food and beverages purchased for the purpose of resale is allowable on the pcard.

- *Support required:* Itemized receipt from vendor attached to the Pcard transaction in PeopleSoft at time of reconciliation. Include “food for resale” in the comment field of the transaction.

Travel Card – This is the preferred method of purchasing food and beverages. All circumstances listed above are allowable to be purchased on the travel card.

- *Support required:* Itemized receipt from vendor attached to Concur expense report. The Concur system has built in functionality to capture the required information as listed above when completing the report.

Voucher/Requisition – Food and beverage that is direct billed to the University can be paid for via Voucher/Requisition in PeopleSoft.

- *Support Required:* Itemized receipt from vendor and the required documentation as listed above attached to the voucher in PeopleSoft. This information can be completed by commenting on the voucher or attaching another support document.