

C. Food and Meals

6. Food & Alcohol Expense

All meals and refreshments should be modest in value and should not take precedence over the educational or business event. Business meals with non-University individuals should have a ratio of no more than four University employees to one non-University individual, except when the meal is for the purposes of a search committee to meet with an employment candidate.

Requests for reimbursement of meals/business cultivation expenses must include the time, date, and location of the event, the business purpose of the event, and the name and title (or other designation sufficient to establish the business relationship) of the attendee(s). All meals must include a completed Foundation Meals/Business Cultivation Expense Form (Appendix D).

Note: *The University's standards for meal reimbursement from state funds are found in University Policy BUSF 7.05 and may differ from the Foundations' policies.*

Food purchases for employee recognition (i.e. birthday, promotion, goodwill, etc.) **will not** be reimbursed. *For retirement see section 7.3*

The following charts are guidelines on limits up to which Foundations will reimburse for food and meals in given situations. Each situation is addressed within Sections 5 and 6 of this Manual.

Meals (restaurants, catering, or other sit-down type meals):

	Business, Departmental, and Donor Cultivation Meetings	Meals While on Travel (Total limits, including Per Diem portions, if any)
Breakfast	\$20 per person, <u>before including tax and gratuity</u>	\$20 per person, <u>before including tax and gratuity</u>
Lunch	\$40 per person, <u>before including tax and gratuity</u> , up to \$15 of which may be alcohol	\$40 per person, <u>before including tax and gratuity</u> , up to \$15 of which may be alcohol
Dinner	\$75 per person, <u>before including tax and gratuity</u> , up to \$25 of which may be alcohol	\$75 per person, <u>before including tax and gratuity</u> , up to \$25 of which may be alcohol

Receptions/Refreshments (self-brought refreshments, snacks, or other non-sit-down type meals):

	Meetings/Parties/Receptions (Either Business or Morale)	Retirement/Departure Functions
Attendees are Faculty/Staff/Students	\$40 per person, up to \$15 of which may be alcohol	\$40 per person, up to \$15 of which may be alcohol
Guests are Alumni/Donors	\$50 per person, up to \$15 of which may be alcohol	(N/A)

6.1 Meals at a Restaurant

The maximum reimbursement levels for a meal at a restaurant, including alcohol, are:

- Lunch:** \$40.00 per person per meal, before tax and gratuity (this includes the \$15.00 alcohol limit)
- Dinner:** \$75.00 per person per meal, before tax and gratuity (this includes the \$25.00 alcohol limit)

Meal expenses for the spouse of a University employee may be reimbursed only if the spouse of a University guest also attends.

6.2 Alcohol Expense

Purchase of alcohol for students is prohibited. This applies to both undergraduate and graduate students. Please note that if alcohol is served at an event where students are present, a memo stating that no alcohol was served to students is required and must be sent with the reimbursement request.

While the amounts should generally be much lower, the dollar amount of requested reimbursement for alcohol consumption should not exceed:

- Lunch:** \$15.00 per person per meal
- Dinner:** \$25.00 per person per meal

At events, such as receptions, the maximum allowable is \$15.00 per person. All these limits are part of, not separate from, total meal expense limits as defined within these policies.

The purchase of alcohol for more than one event requires the additional approval of a higher departmental level.

6.3 Refreshments/Snacks

For an approved non-catered business meal or function where refreshments and/or snacks are served in lieu of restaurant-style meals, Foundations will reimburse the related expenses provided that they are reasonable.

6.4 Coffee Service

Departmental coffee services (reasonably priced) can be reimbursed with Foundation funds provided that the service is for University guests and departmental meetings.