

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.

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

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

The following charts show limits up to which Foundations will reimburse meals in given situations. Each situation is addressed within *Sections 6 and 7* of this Manual. **Note that while the dollar amounts are pre-tax/gratuity limits, Foundations will also reimburse for valid tax/gratuity.**

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)	Alcoholic Drinks
Breakfast	\$25 per person, <u>pre-tax and gratuity</u>	\$25 per person, <u>pre-tax and gratuity</u>	0 per person
Lunch	\$50 per person, <u>pre-tax and gratuity</u>	\$50 per person, <u>pre-tax and gratuity</u>	1 per person
Dinner	\$100 per person, <u>pre-tax and gratuity</u>	\$100 per person, <u>pre-tax and gratuity</u>	2 per person

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	\$50 per person, with up to \$15 of alcohol per non-student	\$50 per person, with up to \$15 of alcohol per non-student
Guests are Alumni/Donors	\$60 per person, with up to \$15 of alcohol per non-student	(N/A)

6.1 Meals at a Restaurant

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

Breakfast: \$25.00 per person per meal, before tax and gratuity
No alcohol

Lunch: \$50.00 per person per meal, before tax and gratuity
This includes any alcohol, up to 1 drink per person

Dinner: \$100.00 per person per meal, before tax and gratuity
This includes any alcohol, up to 2 drinks per person

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 or by 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.

Reimbursement for alcohol at sit-down style meals is based on the **number of drinks per person**. For purposes of calculation, a single glass or bottle or can of beer, a single shot of hard liquor, a single mixed drink, and a single glass of wine as they appear on an itemized receipt are all considered equivalent to one (1) alcoholic drink, while a standard 750ml bottle of wine is considered to contain four (4) alcoholic drinks.

Alcoholic drink consumption at sit-down style meals should not exceed:

Lunch: 1 alcoholic drink per person per meal

Dinner: 2 alcoholic drinks per person per meal

At events such as receptions, the maximum allowable is determined by **cost per person**. Alcoholic drink costs at receptions should not exceed:

Faculty/Staff/Retirement Events: \$15 per person, before tax and gratuity

Alumni/Donor/Guest Events: \$15 per person, before tax and gratuity (same as fac/staff)

Any costs for alcohol are part of, not separate from, total meal and reception expense limits as defined within these policies.

The purchase of alcohol for more than one event requires an additional approval which must come from a higher level within the department/college than the RFD approver.

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.