Section 04.06

BUSINESS MEALS, CATERING AND FOOD PURCHASES

Expenditures of university funds for meals with co-workers is not normally appropriate except for business functions. Approval by the appropriate Vice President should be received should you need to conduct business during a meal. This approval must be documented on a Business Meal/Entertainment Reimbursement form with submissions for reimbursement.

Expenditures of university funds for meals with spouses is not normally appropriate except for special functions and occasions that require their attendance to conduct business. Approval by the appropriate Vice President should be received. This approval must be documented on a Business Meal/Entertainment Reimbursement form with submissions for reimbursement.

The Expenditure Guidelines are designed to help you determine what accounts can be used when paying for non-travel related meals, food, coffee supplies for reception areas, catering, tips and alcohol. No food purchases are allowed on state accounts (i.e. 1xxxx, 225xxx, 8303xx, 8306xx) unless it is to be used for research or teaching in a class or lab setting (ex. Buying food to watch mold grow on it). The use of state funds for the purchase of food is VERY limited. State funds cannot be used for the purchase of food or related items for consumption by employees or departmental visitors.

Please note that the business meal/entertainment form is mandatory for all business meals.

Both the Business Meal/Entertainment Reimbursement form and the Expenditure Guidelines Chart can be found on the Accounts Payable website under online forms.