

# Student Affairs Food and Refreshments Policy

## Division and University Policies

### University Policies (Per [BUS-79](#)):

1. Meals and light refreshments that are provided by an employer to its employees (Student Employees included) on a frequent or routine basis are treated by the IRS as taxable income and therefore are not reimbursable under University policy. The following guidelines should be followed in providing meals and light refreshments in connection with a business meeting, entertainment event, or employee morale-building activity:
  - o Meals should be limited to no more than once a month or twelve times per year, per group.
  - o Light refreshments should be limited to no more than twice per month, per group.
2. Thorough "Business Purpose" is required for all events and reimbursements of events. i.e. "Team Meeting" does not provide enough detail. Please make sure you provide details of what the "Team Meeting" entailed and/or meetings are in support of the University's mission.
3. University policy does not permit reimbursement when two or more employees choose to go to lunch together to continue their business as an incidental part of the meal, when the meal is of a reciprocal nature, or when the meeting could have been scheduled during regular working hours.
4. Reimbursement requests must be submitted within 45 days of the event in order to be reimbursed.

### Student Affairs Policies:

- AVC or higher approval is required for alcohol purchases using unrestricted funds.
- Events requiring Exceptional Approval require a 1 month advance notice. *Exceptional Approval is needed for:*
  1. Employee Morale-Building Events
    - o Holiday Party
    - o Retirement Parties
    - o Recognition events
    - o Picnics
  2. Per-Person Expenditure exceeds designated rates
    - o Breakfast = \$27.00
    - o Lunch = \$47.00
    - o Dinner = \$81.00
    - o Light refreshments = \$19.00
  3. Expenses for a spouse, domestic partner and/or family of the host or guests.
  4. Tickets for sporting, musical or theatrical events (for business purposes, e.g. donor events)
  5. Cash contributions related to an entertainment event

*\*the Vice Chancellor of Student Affairs is the only person who is authorized to sign an exceptional approval*

*\*\*Events require exceptional approval even if they occur on campus, such as at the Faculty Club or Crossroads*

- The following events are **non-reimbursable**:
  - o Birthdays
  - o Baby Showers
  - o Wedding Showers
  - o Work Anniversary
  - o Farewell or retirement parties for employees with less than 5 years' service
  - o Farewell parties for employees moving between departments, regardless of years of service
  - o Welcome events (including meals) for new staff

## Guidelines

The following are suggested guidelines for providing food/refreshments at internal meetings and events. These supplement the division and university policies detailed above that govern food and refreshments.

### Guideline Objectives:

- It is important to ensure we are operating consistently across the division.
- We are good stewards of our resources and minimizing waste.
- Food is provided as a courtesy, not a requirement.
- We continue to provide food/refreshments when appropriate for appreciation/celebration.

### *Recommended Guidelines:*

- **For meetings that happen on a regular schedule (staff meetings, project meetings, 1:1s)**
  - Avoid providing food or refreshments for every meeting.
  - If you have a recurring one-on-one meeting scheduled over the lunch hour, these meals should not be reimbursed. Please plan to either bring your lunch, pay for your own lunch, or reschedule for a time outside of the lunch hour.
  - If the meeting must occur over a meal time (before 9:00am or over the lunch hour), encourage attendees to bring their meal, or consider a potluck.
  - Consider scheduling meetings outside of meal times.
  - Food or refreshments would be appropriate occasionally, to celebrate achieving a goal or meeting a benchmark.
- **For one-off meetings or events (that happen more occasionally, a few times a year)**
  - If the one-time meeting occurs over a meal time (before 9:00am or over the lunch hour), it would be appropriate to provide food.
  - If the meeting is longer than two hours, provide refreshments at the manager's discretion.
- **In all cases where food is provided, be conservative in your estimates to avoid waste.**
  - Purchase only what you need.
  - Hosts should send reminders 72 hours before the meeting to get an accurate RSVP count and update meal numbers with their food provider or with the Events team.
  - Ensure that the meeting host(s) count themselves in their guest counts, as well as any staff who may be joining to provide logistical support (but may not be on the meeting invitation).
  - Pay attention to what and how much is typically consumed at your meetings and adjust future orders accordingly (for example, if you always have iced tea left over, consider not purchasing iced tea in the future).
- **Be mindful of the messages your decisions about serving food might send.**
  - For example, if food is only being served at meetings for some groups of staff (e.g. just certain project teams, or just managers/leaders).