

Title: Use of University Funds for Entertainment, Light Refreshments and Meals

Originator: Vice President for Finance and Administration

Approval Date: December 10, 2008

Effective Date: December 10, 2008

Purpose: To provide guidance to employees regarding the Use of University Funds for Entertainment, Light Refreshments and Meals

Reviewer: Vice President for Finance and Administration

Review Date: December 2023 and Every 5 years

Operating Details:

1. Subject to programmatic and fund approval by the budget unit manager, payment for light refreshments during university-sponsored meetings, projects, or formal training sessions may be authorized subject to the following conditions:
 - a. Light refreshments may be served and paid for with university funds only for special occasions as determined by a budget unit manager. Please note that this authority is not intended for use with the normal daily business of employees or officials, but rather for special situations or occasions, as determined by the agency head or authorized designee. University Funds do not include Foundation accounts. Allowable activities are, for example:
 1. Facility dedication ceremonies
 2. Employee recognition ceremonies
 3. Inter-institutional meetings
 4. IHL Board of trustees meetings
 5. Advisory board meetings.
 6. Official university functions and receptions held by the President for employees, students, alumni, and friends of the University.
 - b. The cost of light refreshments, including bottled water, may not be paid from university funds for the following activities:
 1. Normal daily business of university employees
 2. Staff meetings
 3. Anniversaries of organizational units
 4. Anniversaries of individual employment

5. Elections
 6. Receptions for new, existing, or retiring employees
- c. Light refreshments include non-alcoholic beverages and edible items commonly served between meals, but not intended to substitute for meals, (e.g., coffee, soft drinks, bottled water, doughnuts, sweet rolls, fruit, etc.).
 - d. A memorandum signed by the budget manager in advance of the event approving payment for light refreshments must include the estimated amount to be spent, the specific purpose of the event, and the estimated number of people attending the event. NOTE: The number of individuals being entertained and date of function are not required on purchase orders related to items maintained for guests and visitors, e.g., coffee, soft drinks, and bottled water.
2. In cases when there is doubt as to the propriety of an expenditure, administrators and staff may seek clarification from Resources Management.
 3. Grant Funds - an authorized signature from the Grant Budget Director's supervising cabinet member indicates that the food, light refreshment, or meals expenditure is allowable under the grant rules. Grant purchases are subject to the same policy and procedures as university funds; however, there are times when a grant specifically authorizes the purchase of food, meals, or light refreshments that would not be allowed with general operating funds. In that case, the Grant Director will attach documentation that shows his or her supervising cabinet member the special grant circumstances that allow the purchase.
 4. Generally speaking, refreshment may be served as incidentals of approved student programs such as those for student recruitment events, graduation ceremonies, scholarship convocations, student activity or club meetings, student awards, student work sessions, etc. The University recognizes that Community Living residents have needs beyond those of commuter students. To support their needs, Student Life and Community Living provide funds aimed at the development of the whole student. Entertainment expenses for Community Living functions that address this goal are allowable, providing that Community Living explains the relationship between the expenses and the criteria they have established for the development of the whole student, and the expense is approved by the Vice President for Student Services.
 5. Policies for Provision Of Meals At Meetings Or Formal Training Sessions – Subject to programmatic and funding approval by the budget unit manager, the payment or reimbursement of meals for MUW employees (and others whom the university is legally authorized to reimburse) at meetings or formal training sessions may be

authorized without regard to the participant's travel status, subject to the following conditions:

- a. The purpose of the meeting is to conduct official MUW business or to provide formal training to MUW employees.
 - b. The meal period is scheduled as an integral part of the meeting or formal training session. Please note that this authority is not intended for use with the normal daily business of employees or officials, but rather for special situations or occasions, as determined by the agency head or authorized designee. Examples of allowable events/situations include:
 - 1) Prospective employee interviews which should be limited to no more than two individuals taking the candidate (internal or external) to breakfast, lunch or dinner. Exceptions regarding the number of employees in attendance may be made with the approval of the respective Dean and cabinet member;
 - 2) Guest speakers and MUW host(s) (as allowed by their contracts with MUW);
 - 3) Mealtime meetings, work performed at university events or formal training sessions that are scheduled or part of a formal agenda.
6. Sodexo has exclusive catering rights on campus. Other vendors may be used only when Sodexo has given the campus unit written or emailed permission to use another vendor.