

Guidelines Concerning Meal Purchases with University Funds

Approved by Chancellor effective 9/1/1998

The following guidelines establish the requirements for, and govern the use of University funds for the purchase of meals.

Guidelines

The conduct of official University business is essential to establish a legitimate use of University funds for the purchase of meals.

(a). All meal reimbursement requests must include:

1. Business Purpose and Agenda
2. List of Participants
3. Receipt

University employees may not use University funds to purchase a meal for him/herself alone.

The use of University funds to purchase meals for a group consisting solely of University personnel and conducting University business is not legitimate, unless the conduct of such University business could not be satisfactorily accomplished in any other way.

The use of University funds to purchase meals when a University employee is hosting a guest of the University may be justified. Justification for the use of University funds in such instances rest upon the conduct of official University business.

Alcoholic beverages are not allowed. (This could be processed by foundation).

Meals with spouses in attendance requires a specific business reason for their attendance.