

BUSINESS OFFICE POLICY: Food Spending Policy

EFFECTIVE DATE: 7/1/2020

Date revised:

AUTHOR: Jeff Shaffer, Elizabeth Cole

PURPOSE: The purpose of this policy is to establish standards for the reimbursement or payment of non-travel food that include plated meals, snacks, beverages, etc. Travel related food is part of the expense reimbursement policy.

Definitions:

METRO AREA: Location within 60 miles of the employee's work location.

COMMUNITY PARTNER: Current or prospective partners of the College.

PUBLIC PARTICIPATION: Members of the public that attend events on campus.
Current staff, faculty, and administrators are excluded.

Allowable Spending Categories:

1. Student activities
2. Events with clearly more than 50% public participation
 - a. Graduation
 - i. Dinner is allowable to all volunteers, staff and Board of Education members
3. All-staff employee appreciation
 - a. All-staff events
 - i. In-Service
 - ii. All-Staff Recognition
 - iii. All-Staff Breakfast
4. Board of Education meetings
5. Civic organizations
 - a. Rotary Club
 - b. Business Alliance
6. Staff trainings, interview panels, and/or team/department retreats of 4 hours or longer
 - a. Department/team retreats
 - i. If the retreat is 4 hours or longer, 1 meal is allowed/year
 - b. Bargaining sessions
 - i. Food purchased with College funds is allowable for bargaining table members only. If other audience members want to provide food, they will do so at their own expense, or at the expense of the association.
 - c. New employee orientation – Full-day event once per quarter
 - i. Food is allowable for attendees and other employees schedule to be there all day. Food for time slot presenters is not allowed.

7. Retirement celebrations
 - a. Fall Retirement Celebration
 - i. Event food is for retirees only; dessert is allowable for all attendees
 - b. Spring Retirement Celebration
 - i. Current year retirees; refreshments and/or dessert allowable for all attendees
 - c. Employee(s) leaving but not retiring
 - i. Dessert is allowable up to \$50. Employees can provide additional food at their own expense.
8. Entertaining community partners, contracted firms, etc.
 - a. Hosting must show a clear benefit to the college and public interest
 - b. Cannot be a recurring standing meeting (e.g. monthly, etc.)

Non-Allowable Spending Categories:

1. Department or division trainings/events less than 4 hours
 - a. Exception: One event under 4 hours will be allowed per fiscal year with initial approval by the division dean and final approval from the Dean of Business Services. Tiered spending limits for the yearly exception as follows:

1-25 persons	Up to \$100
26-50 persons	Up to \$200
51-100 persons	Up to \$400
101+ persons	Up to \$600

2. Committee meetings
3. Employee only meetings at a food establishment off campus in the metro area
4. Recurring standing meetings with community partners, contracted firms, etc.
5. Potential new employee lunch interviews
 - a. Interview finalist meet & greet meals with large panel
 - b. One-on-one meals with the hiring manager
6. Personal meals or refreshments for birthdays, anniversaries, or personal celebrations
7. Alcoholic beverages

Metro Area Meals:

The metro area is defined at any location within 60 miles of the employee's work location. Metro area meals are reimbursed per the MEALS section of the [Travel Policy](#).

Out of Town Travel Meals:

Out of town travel meals are defined as more than 60 miles from the employee's work location. See definitions above for more information.

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For details on out of town travel meals, please see the MEALS section in the [Travel Policy](#).

Documentation:

1. Request for payment or employee reimbursement must include:
 - a. Original itemized receipt or contemporaneous record with date
 - b. Agenda
 - c. Attendee list
 - i. Not required if attending a conference
 - d. Business purpose
 - e. Location of event