

## University of Baltimore

### V-2.2 UB Food Policy

#### Purpose:

Create a UB policy for the acquisition of food, beverages, catering, food related purchases and reimbursement for meals.

The purchase of food, beverages, catering, food related purchases and reimbursement for meals shall be limited to those instances where the University derives a benefit from the expense. Examples include the professional development of University Staff at conferences and seminars, the recruitment of candidates for positions, the recruitment of students and the enhancement of morale through University-sanctioned activities (authorized by the President's Office).

#### Scope:

This policy applies to all purchases of food, beverages, catering, food related purchases and reimbursement for meals with University funds, including student fees funds, auxiliary / self support funds, and grant funds.

The purchase of food using University funds other than Student Fees funds shall be limited to those instances where the **University derives a benefit** from the expense.

Certain restrictions which may apply to the purchase for food services and reimbursement for meals are:

1. Funds from restricted accounts must specifically provide for the purchase of food or meals to be available for these types of purchases.
2. University funds cannot be utilized for any social functions or activities such as holiday parties.
3. University funds, with the exception of Student Fees Funds, or Grant funds if the Grant specifically provides for the purchase of alcoholic beverages, shall not be utilized for the purchase of alcoholic beverages. The use of State funds for the purchase of alcoholic beverages is strictly prohibited.
4. The purchase of food services and the reimbursement for meals shall be limited to those instances that satisfy any of the eligibility criteria specified in this policy.
5. Purchases of food and food service using Student Fees funds must be approved by the Center for Student Involvement.

This policy does not apply to food that is purchased for resale by University managed auxiliary enterprises, such as conferences, seminars and other meetings of non-UB groups renting space in UB buildings. This policy does not apply to purchases made with UB Educational Foundation funds, nor does it apply to purchases made by the Center for Student Involvement using student fees funds.

## **Procedures:**

### **Meal Reimbursement**

University funds may be used to pay for food when:

1. Business meals where a candidate for a University position is being interviewed.
2. Business meals where either external consultants are being evaluated or where official University business is being conducted with external consultants.
3. Workshops, seminars, evaluation meetings, committee meetings, and other business meetings sanctioned by the University which are conducted during routine meal times and as such, require the purchase of a meal to attend the activity.
4. Approved travel by students, faculty or staff, when the travel begins at least two hours prior to employee's normal starting time, or the travel ended at least two hours beyond the employee's normal departure time and the employee worked at least two hours before the meal(s) and two hours after the meal(s).

A partial day's travel is eligible for reimbursement for the appropriate meal(s) consumed when travel time encompasses a period of two hours before and two hours after that (those) meals.

A full day's travel is eligible for the appropriate meals consumed when business travel time exceeds eight hours and encompasses a period of at least two hours prior to the employee's normal starting time and/or at least two hours beyond the employees normal departure time.

Employees must have been required to work the additional time by the supervisor and the reimbursement for the meals must have received prior approval of the supervisor.

### **Food Reimbursement and Purchases**

University funds may be used to pay for food for:

1. Official University-sanctioned activities that benefit the entire organization (campus, school or department). Examples would include those sponsored activities conducted during Employee Appreciation Week and student-related activities.
2. Purchases of bottled water may permitted for specific activities, similar to the purchase of any other non-alcoholic beverage. Purchase of bulk bottled water (including five gallon containers, and including delivery service for bulk water) may be permitted if tap water in the requesting location is not suitable. The Procurement Department will approve all purchases of bulk bottled water.
3. Food purchased for resale. Eligibility for this criteria requires a Sales and use Tax License to be issued by the State Comptroller.
4. Food purchased for consumption during a University-sponsored educational activity or seminar, such as the Secretarial/Support Staff Development Program.

### **Documentation**

When invoices or expense statements for food, catering and/or food services are submitted, documentation must be included which provides:

- the name and purpose of the function, and
- who attended it, by name or affiliation; and

- itemized invoices and/or receipts.

Invoices will not be paid for food served during normal staff type meetings. Invoices will not be paid for expenses incurred at social functions such as birthdays, Christmas parties or other holiday parties. The Requestor must also provide written documentation of approval from the Vice President, AVP, Dean, Director or Department Head for the purchase of food and/or beverages for the event.

Expense Reimbursement forms must be completed and signed by the person requesting the reimbursement. Reimbursement will be limited to the current per diem rate unless an exception is approved in advance. Requests for reimbursement in excess of the standard per diem rate must be accompanied by itemized receipts. The expense reimbursement form must be approved by the requestor's Vice President, AVP, Dean, Director or Department Head, or their designee.

Purchases of food and food service using Student Fees funds must be approved by the Center for Student Involvement.