

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER IV:03:05

DATE: December, 1988

REVISION/REVIEW DATES: Feb 1990, May 1997, Jan 2008, Mar 2012, May 2018

SUBJECT: Meals/Refreshments (Non-Travel Status)

APPROVED: John M. Beehler, President

PURPOSE

The purpose of this policy is to establish and document University guidelines and documentation requirements for meals and non-alcoholic refreshments when an individual or group is not in travel status and the expenditure will be paid with a purchase order, purchasing card, or direct voucher.

POLICY

The business of the University requires that some expenditures involving meals or refreshments. In all cases, there must be a clear and documented business purpose for the event/expenditure that indicates the event's benefit to the University. Meals provided as a courtesy with State or sponsored funds are not allowable. This policy is intended to be neither all inclusive nor to address every situation which may arise. Questions about specific situations not addressed in this policy should be addressed to the Office of Procurement & Fixed Assets or the Chief Audit Executive.

The following meal expenses **cannot** be paid from State funds:

- Expenses for spouses, including meals and travel
- Alcohol
- Expenses associated with social events
- Receptions for individuals leaving the University (retirement or otherwise)
- Office coffee break/refreshment supplies
- Individual college/departmental awards/recognition events
- Functions such as seasonal gatherings
- Food items to be prepared by others than the licensed/approved food vendors
- Tickets to athletic and cultural events

The following documentation **must** be provided with the Meal Request Form **prior** to a meal expense being authorized:

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- Date, location, and amount
- List of all attendees denoting business relationship to the University , including JSU employees
- Vendor name, address, and Banner Vendor Number
- Business purpose served by the expenditure, including meeting itinerary
- Budget Manager's approval and budget account number
- Signature of an appropriate vice president

Expenses for meals other than those incurred while on travel status fall into four broad categories:

Business Meals

Business meals are defined as meals provided during business meetings involving only University employees or persons being compensated by JSU via a professional service or other contract. Meals incidental to a business meeting that involve substantive business discussions may be provided. The cost of the meal must be reasonable.

Guest Meals

Guest meals are defined as meals provided to University guests during the course of JSU business including advisory boards, boards of visitors, those with whom colleges are collaborating for a specific goal-directed purpose, interview situations, external reviews, guest lecturers, and visiting scholars or similar circumstances. The cost of the meal should be reasonable. Two JSU employees using State funds may accompany a guest(s) during any interview meal. Any exception must be approved by the appropriate vice president and state the justification for the exception.

Student Meals

Meals and refreshments will be provided for student-related events. As with other meals, the cost of the meals/refreshments should be reasonable.

JSU Sponsored Conferences/Seminars

When a conference/seminar is conducted by JSU and supported by registration fees, expenses for meals and refreshments will be covered by the fees since no State funding is required for the expenditure.

Payments for Meal Purchases

To issue a purchase order for a meal expenditure, a purchase requisition should be received in the Office of Procurement & Fixed Assets with an electronically approved Meal Request form ([Form #22](#) available on the Office of Procurement & Fixed Assets website) normally **one week** prior to an event. A Meal Request Form must accompany any request for meal purchase (requisition, direct voucher, or purchasing card). Invoices/ receipts for meal purchases must be itemized. Meal Request forms must be signed by the appropriate vice president in order for a purchase order or payment to be issued.

Meal purchases for on-campus events should be coordinated with the designated food service contract vendor, normally five (5) days prior to an event, preferably several weeks or months in advance. Suggested menus and prices are available from the University's contracted food service vendor.

RESPONSIBILITY

The Vice President for Finance & Administration is responsible for this policy.

EVALUATION

This policy will be reviewed annually by the Director of Procurement & Fixed Assets.