



# Idaho State University

## POLICIES & PROCEDURES

### Non-Travel Meals and Refreshments

#### ISUPP 2530

##### *POLICY INFORMATION*

**Policy Area:** *Finance*

**Policy Title:** *Non-Travel Meals and Refreshments*

**Responsible Executive (RE):** *Chief Financial Officer*

**Sponsoring Organization (SO):** *Finance*

**Effective Dates:** *8-17-2009, 8-12-2017; April 14, 2022*

**Last Reviewed:** *November 2023*

## I. INTRODUCTION

This document establishes policy and guidelines to ensure Idaho State University (ISU) complies with the Idaho State Board of Education's (SBOE) policies and procedures related to expenditures for meals and refreshments. This policy provides direction to individuals expending funds while conducting official business on the University's behalf, and applies to all University entities.

## II. DEFINITIONS

- A. **Business Meals:** An informal meal typically at an off-campus location for discussion of official University business. Such meals generally include individuals external to ISU.
- B. **Conferences:** For purposes of this policy, Conferences are defined as meetings held at ISU involving ISU and external participants.
- C. **External Funds:** Sponsored Programs (grants) and other accounts fully funded by a sponsoring entity outside the University, which typically have restrictions or limitations on how such funds are used.
- D. **Local Funds:** Accounts funded through University, auxiliary, or departmental activities, not state-appropriated dollars.

- E. **State-Appropriated Funds:** Accounts fully funded through appropriation by the State of Idaho.

### **III. POLICY STATEMENT**

Along with its role and mission of providing higher education in the State of Idaho, ISU serves as a center for social and cultural activities and events. University faculty and staff are often called upon to sponsor, support, or participate in various business functions and events. These functions and events can take many forms, including but not limited to: business meetings, public relations activities, and campus events. While the expenditure of University funds for such purposes is necessary, appropriate, and serves the best interests of the community and students, it is important to note that ISU is a steward of the public trust as it relates to public funds. The University takes this stewardship very seriously—both in fact and in appearance. The guiding principle should be that expenditures are for the good of the University, represent a valid business purpose, and are necessary.

Expenditures of this nature will be reimbursed by the University only when such activities are directly related to the objectives and mission of the University and are properly reviewed and approved. This policy will clearly define when State-Appropriated, Local, or External Funds may be used for meals and refreshments.

### **IV. AUTHORITY AND RESPONSIBILITIES**

The University President holds ultimate responsibility and authority for all University funds. The President may delegate spending authority to Vice Presidents, Deans, Directors, and Account Directors/Principal Investigators (PI) for the oversight of individual unit spending. Delegates approving expenditures for meals, refreshments, and entertainment must certify the event or activity served a valid and necessary business purpose. Delegates must determine that the activity is directly related to the objective and mission of the University, and evaluate the cost vs. benefit of the event.

### **V. EXPENDITURE REIMBURSEMENT/PAYMENT REQUIREMENTS**

The following must be clearly stated on all meals and refreshments reimbursements or payments:

- A. Business purpose statement: Provide a clear and informative statement of the business purpose on all forms. Describe why the meeting is necessary. For example: "Meeting with

donor to discuss future donations." Statements like "business lunch" or "meeting" are not adequate.

- B. Receipts and documentation: Provide itemized receipts. Credit card receipts must include sufficient detail to identify the nature of the goods provided and whether alcohol was purchased.
- C. List of Participants: List participants or recipients for meals. Groups over ten (10) may be identified by group name only and estimated number of participants.
- D. Agenda: If applicable, provide a meeting agenda, announcement, or flyer.

Failure to meet the above requirements may result in denial of reimbursement to the individual who incurred the cost or late payment.

Employee reimbursements should be processed through Chrome River.

## **VI. GUIDANCE FOR SPECIFIC PURCHASES**

Guidelines for specific types of purchases governed by this policy are discussed below. This list is not intended to be all inclusive.

- A. **Compliance with the State of Idaho Controller's Office:** Meal costs that are to be paid by or reimbursed by the University must comply with the specific requirements of the Idaho State Controller's Office (see section VI.F). Neither Purchasing nor the Controller's Office has the authority to approve or process expenditures that do not meet the State Controller's criteria.
- B. **Meals Provided by Relatives Are Not Reimbursable:** Payment for the cost of meals provided by relatives or other parties is not allowed unless the other party is in the business of providing such services and advertises to the general public.
- C. **Food Service Contractor:** The University has a contractual obligation to grant the on-campus food service contractor exclusive rights to provide food and food service for all events occurring on campus. The only exceptions are:
  - 1. Refreshments or meals not exceeding \$100 for consumption by a department or organization.
  - 2. Food purchases by a student club account.
  - 3. Food brought on campus for individual personal consumption.
  - 4. Food brought on campus for potlucks or other non-official events.

5. Circumstances where the food service contractor declines or is unable to provide the requested food service.
- D. **Employee Meals and Refreshments at Official Station:** *Official station* is defined as the work area or office assigned to the employee. Meals typically may not be provided to employees at their official work station. On rare occasions when a valid business purpose exists and with supervisory approval, a meal may be provided when an employee is required to work after normal business hours or beyond a typical work shift.
- E. **Conference Meals:** Meals may be provided to an employee at a Conference held at ISU if, in addition to a published agenda, at least one of the following criteria is met:
1. The Conference has participants from various off-campus locations.
  2. The meal cost is included in the registration fee.
- F. **State-Appropriated Funding Source Criteria:** Meals and refreshments provided at ISU-sponsored meetings or trainings for all categories of ISU employees (including student employees) shall meet the criteria required by the State of Idaho, described below. If all criteria are not met, the related costs must be charged to a Local Fund.
1. Refreshments
    - a. The meeting or training session has a published agenda and attendance is mandatory;
    - b. The meeting or training session has an intended duration of three hours or more;
    - c. There are five or more attendees; and
    - d. The total cost per attendee per day for refreshments, will not exceed the allowable partial-day per diem amount established for breakfast.
  2. Meals
    - a. The meeting or training session has a published agenda and attendance is mandatory;
    - b. Location or scheduling conflicts do not lend themselves to a meal recess;
    - c. The meeting's business is furthered by speeches, presentations, or interpersonal exchange that would not normally occur on a daily basis;
    - d. The meeting or training session has an intended duration of six hours or more;
    - e. There are five or more attendees; and
    - f. The total cost per attendee meal does not exceed the allowable partial-day per diem reimbursement for the meal.

Meals provided by the on-campus food service provider will be paid at the standard published rate of the provider. However, the per-attendee cost of meals for events held off-campus must not exceed the appropriate allowable partial-day travel per-diem rate for meals.

- G. **Social Gatherings or Special Occasion Meetings:** Business Meals or refreshments related to such activities as: social gatherings, holiday celebrations, picnics, team-building or team milestone celebrations, informal or casual meetings, must be limited in number, have a valid business purpose, and be either potluck-style or funded through Local Funds.
- H. **Retirement/Separation Reception:** The University recognizes the importance of retirement and separation receptions to honor the efforts of valued employees. The University will reimburse or pay for the cost of food for this event if all the following criteria are met:
  - 1. Employee has at least 5-years of service at ISU
  - 2. The event is held on campus and open to everyone
  - 3. Must use Local or External Funds
  - 4. Alcohol purchase must follow *Alcoholic Beverage Permitting ISUPP 1040*
- I. **Staff Meetings:** Regularly scheduled staff meetings do not qualify for meals or refreshments.
- J. **Student Activities and Events:** Student organizations sponsoring activities or events are permitted to pay for meals and refreshments from their Local Fund accounts.
- K. **Refreshments for Student Recruitment and Retention Activities:** Activities sponsored by the University for recruiting and retaining students are exempt from the criteria outlined in section VI.F, but must meet all other documentation and approval requirements.
- L. **Employee and Faculty Recruitment:** Business Meals or refreshments provided during the official recruitment process may be reimbursed or direct paid through State-Appropriated or Local Funds (External Funds, if permitted by the granting authority) as long as the amount does not exceed the allowable partial-day per diem amounts established by the State. Any amount in excess of the partial-day per diem amount must be paid by Local Funds. Current totals for partial-day per diem can be found on the ISU website at [isu.edu/travel/travel-procedures](http://isu.edu/travel/travel-procedures).
- M. **Business Meals:** A meal typically at an off-campus location for discussion of official University business. Such meals generally include individuals external to ISU. Business Meals can be reimbursed or direct paid through State-Appropriated or Local Funds. If the amount being paid or reimbursed exceeds the allowable partial day per diem amounts established by the state, the excess must be paid from a Local Fund. Business meal reimbursement is based on receipt and does include reimbursement for tips. Examples of

Business Meals include, but are not limited to recruitment, donor development, and community outreach.

N. **Alcoholic Beverages:** The procurement of alcohol for on-campus events requires prior approval by the University President in accordance with ISUPP 1040. The procurement of alcoholic beverages for off-campus meetings or events such as Business Meals or entertaining is permitted when a valid business purpose exists. Payment or claims for reimbursement of alcoholic beverages must be charged to Local Funds.

O. **Spouse/Partner of Employees:** Under most circumstances, the University does not pay/reimburse for expenses of spouses/partners who attend a function.

Reimbursements for a spouse/partner may occur when a spouse/partner plays a significant and essential University business role or is involved in a fundraising activity. Such reimbursements require the approval from the VP/Dean or Director. The cost of a meal or refreshments provided to a spouse/partner of a University employee will be taxable compensation to the employee in accordance with IRS regulations. Official functions to which spouses or partners are invited as a matter of protocol or tradition, including ceremonial functions, fundraising events, alumni gatherings, and community events are an example of activities at which the presence of a spouse or partner may serve a bona fide business purpose.

P. **Break Room Consumables and Supplies:** Beverages, snacks, consumables, and related supplies for the consumption of employees are the responsibility of the employees in a given area unless the primary purpose is for student or public use. This includes water coolers, bottled water, and related services; unless they are provided for public consumption and are clearly located in an area frequented by students or the general public. Refrigerators, microwaves, and other related break room equipment are permitted when available for use by all employees in the area.

## VII. ATTACHMENTS: ACCOUNT ALLOWABILITY MATRIX

## ACCOUNT ALLOWABILITY MATRIX

Expenditure Types	State-Appropriated Funds	External Funds	Local Funds
Personal celebrations such as birthdays, baby showers, bridal showers, etc.	No	No	No
Meals and refreshments for business meetings, occasional office parties, and retreats to conduct University business or for staff and student development.	Yes <sup>1</sup>	Yes <sup>2</sup>	Yes
Official recruiting costs for faculty and staff positions	Yes <sup>1</sup>	Yes <sup>2</sup>	Yes
University or Departmental Sponsored recognition or reception events	Yes <sup>1</sup>	Yes <sup>2</sup>	Yes
Alcohol, if authorized, for University events	No	No	Yes
Entertainment and related expenses for official functions	Yes <sup>1</sup>	Yes <sup>2</sup>	Yes
<p><b>Exceptions and/or Explanations:</b></p> <ol style="list-style-type: none"> <li>1. If meets state requirements.</li> <li>2. As allowed per granting agency or contract agreement.</li> </ol>			