



21.01.12.D0.01 Purchase of Food and Refreshments

Approved: March 18, 2013

Revised: May 29, 2015

April 5, 2016

Next Scheduled Review: April 5, 2019

Procedure Statement

Expenditure of funds for the purchase of food and/or refreshments, under the provisions of the guidelines set forth in this standard administrative procedure, assists university employees in carrying out the mission of Texas A&M University-Central Texas (A&M-Central Texas). Expenses for entertainment must be cost effective, serve a clear University business purpose, and be deemed appropriate in the best judgment of the approving authority (department head, director, vice president, and/or president).

Reason for Procedure

This standard administrative procedure establishes guidelines and authority for the purchase of food and refreshments set forth in System Regulation 21.01.12 *Purchase of food and Refreshments*.

Procedures and Responsibilities

1. Food and/or refreshments may be purchased at A&M-Central Texas providing they comply with one or more of the following purposes:
 - 1.1 Expenditures of funds for food and/or refreshments must comply with one or more of the following direct purposes:
 - (a) To recognize and/or promote exemplary academic achievement, scholarship and/or service;
 - (b) To facilitate communication of intellectual ideas among students, faculty, staff, administrators, and/or representatives of the community;
 - (c) To support student activities or events that enrich the quality of campus life or enhance student learning through innovative student-centered programs;

- (d) To support programs or events that receive funding by the Student Government association through the student event funding account;
- (e) To recruit highly qualified faculty and staff;
- (f) To support programs or events that aid in the recruitment of prospective students;
- (g) To support meetings with community leaders regarding the role of the university in the community;
- (h) To support meetings with community college partners regarding the improvement and/or enhancement of existing or future MOU's and transfer articulation agreements;
- (i) To support the assistance of the system Board of Regents, accrediting agencies, officials from other universities and/or public officials in inspecting and reviewing the facilities and programs at A&M-Central Texas;
- (j) To support continuing education programs sponsored by A&M-Central Texas;
- (k) To conduct receptions or other events designed to recognize and honor employees;
- (l) To conduct department retreats for the purpose of advancing the academic and/or university mission;
- (m) To conduct business meetings that occur at off campus locations;
- (n) To support university advancement functions on campus.

1.2 Additional use of university funds for the purchase of food or refreshments must be approved in writing by the President or respective Vice President. Water or beverages that are purchased with local funds are for guests only and can't be used for employees of the university unless consumed in conjunction with university guests. Local Funds cannot be used to provide food or refreshments at a meeting lasting less than 3 hours and/or university wide educational events lasting less than 1.5 hours without Vice Presidential approval. Entertainment expenses for an employee's spouse/partner require justification and presidential approval. The justification must be included with the reimbursement request defining the nature and purpose of the business meal.

1.3 The following categories of funds may be used for the purchase of food and/or refreshments in accordance with the provisions of the above established guidelines:

- (a) Balances in accounts funded from student fees, bookstore allocations and concessions may be used for the purchase of food and/or refreshments;
- (b) Donated unrestricted funds and funds received as registration fees for continuing education conferences and short courses may be used for the purchase of food

and/or refreshments where provisions, therefore, have been included in the registration fee.

- (c) Funds raised and/or earned by student organizations may be used for the purchase of food and/or refreshments.
- (d) Other locally generated income, not otherwise restricted, may be used for the purchase of food and/or refreshments.
- (e) Donated unrestricted funds received by the University Foundation may be used for the purchase of food, refreshment, and alcohol providing it complies with university rules and procedures.

2. EXCLUSIONS

2.1 The requirements of this procedure exclude the following:

- (a) Purchases of food for use in academic laboratories;
- (b) Purchases of food for resale;
- (c) Purchases of food for consumption by animals;
- (d) Meals associated with official employee/prospective employee travel reimbursed under A&M-Central Texas regulations;
- (e) Student travel on education field trips when the students pay for the travel;
- (f) Purchases of food from agency funds;
- (g) Reimbursement to a non-employee in the course of providing professional services to the University.

2.2 Employees whose functions are closely related to those of the financial aid office may be required to receive the training as deemed appropriate by the Provost/Vice President for Academic and Student Affairs.

3. MONITORING

3.1 The University President or respective Vice-President is authorized to determine if specific expenses fall within the above established guidelines. The Vice President of Finance and Administration will conduct an audit of food and refreshment purchases at the end of each fiscal year and draft a report with recommendations to the President and Vice Presidents.

3.2 Oversight of entertainment expenses is required at the senior administrative level (vice president and college dean). Expenses for entertainment must be cost effective, serve a clear university business purpose, and be deemed appropriate in the best judgment of the approving authority. Authority may be delegated for approval of

charges under \$1,000 to associate/assistant vice presidents or department heads. The maximum rates are \$100 per person/per occasion for all employees except the president. The president's maximum rate is \$150 per person/per occasion.

- Business meals during travel will be in the employee's daily limit according to the GSA website.

3.3 Requests for payment or reimbursement must contain sufficient documentation to satisfy the Internal Revenue Service's five "W's": who, what, when, where, and why. This includes food purchases made by procurement card with documentation and the necessary administrative approvals attached to the procurement card log.

Related Statutes, Policies, or Requirements

System Regulation [21.01.12, Purchase of Food and Refreshments](#)

Definitions

Entertainment - Food or beverage expenses incurred directly related to, or associated with, the conduct of official University business usually involving guests external to the University. Examples include meals, a buffet line, sandwich line, heavy hors d'oeuvres, or similar fare served in connection with a reception, luncheon, dinner, or conference.

Institutional Funds - For purposes of this Standard Administrative Procedure, Institutional Funds (sometimes referred to as "local funds") are defined as non-state appropriated funds.

Maximum Permitted Amounts - Reimbursements of expenses for entertainment cannot exceed the maximum per person rates without the prior written approval of the President. Note: The maximum rates will be reviewed periodically by the Vice President for Finance and Administration and adjusted as appropriate.

Official Occasions - A reception, luncheon, dinner, or similar event sponsored and funded by TAMUCT. Examples include conferences, meetings, planning retreats, and other similar activities. These functions are normally associated with special programs or conferences, University guests, faculty, staff, and student recruitment, or business meetings that span the lunch hour. If the meeting occurs during the lunch period and employees are paid for the time, work hours should be adjusted to avoid overtime. Other examples include food purchased for employees working short lunch hours, staying close to campus for on-call duty (i.e., police, health services, etc.) and other instances that may impact business operations.

Contact Office
