

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, April 2022

SUBJECT: Meals/Refreshments (Non-Travel Status)

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

This policy establishes and documents Jacksonville State University (JSU) 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 JSU requires that some expenditures involve 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 JSU. 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 directed to the Office of Procurement & Fixed Assets or Internal Audit.

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/departamental 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 (Form 22) **prior** to a meal expense being authorized:

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

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 JSU 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 JSU 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 request for an exception must include a written justification for the exception and must be approved by the appropriate vice president.

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, the Office of Procurement and Fixed Assets must receive a purchase requisition 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 a director or above for a purchase order to be issued or the JSU Purchase Card to be used for payment.

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 JSU contracted food service vendor.

RESPONSIBILITY

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

EVALUATION

This policy will be reviewed at least every five (5) years by the Director of Procurement & Fixed Assets.