

## CAS Policy about Reimbursement for Food & Beverages

This is the CAS policy about reimbursement for food and beverages for activities not involving university travel. Section 1 is a statement prepared by the Provost Office that represents MSU's policy. The Provost's interpretation of the MSU policy will be applied as CAS policy. Section 2 is MSU's policy toward receptions. The Dean's office has added an interpretation of the MSU reception policy, which will be applied as CAS policy.

### SECTION 1

#### "MSU Policy about Reimbursement for Food & Beverages

There seems to be some confusion regarding the University's policy on food and beverages. This is to clarify that policy as interpreted by the Provost Office for those departments directly reporting to this office. The following is taken directly from the University's Manual of Business Procedures:

"The University has limited resources to carry out its missions and is held accountable by the people of the State of Michigan for wise and effective use of its resources. With this understanding, the following policies and general guidelines have been developed. While responsible discretion and judgment should always be used for expending University funds, particular caution should be exercised for these types of expenditures.

Under unusual circumstances, exceptions to these policies and guidelines should be obtained in **advance** from the Provost or appropriate Vice President.

- A. Staff participation should be limited to those persons required to conduct the business. Expenses should be reasonable.
- B. University funds may be used for meals to meet with University personnel if the meal is necessary to conduct University business.
  - 1. It is not general practice for persons within the same organizational unit to use University funds for meal(s).
  - 2. When a meal is a holiday function or has the appearance of a holiday function by the personnel in attendance, the cost may not be charged to the University.
- C. Affiliation of guests and the purpose of the meeting must be documented.
- D. In meetings with non-University faculty and staff, cost of alcoholic beverages can be reimbursed under the University policy relating to alcoholic beverages. "

Our (Provost) interpretation:

"Responsible discretion and judgment should always be used" - this is especially applicable to alcohol expenditures. A bottle of wine should be reasonable cost, \$30 or less, and alcohol should not exceed 1/3 the cost of the total bill. If you wish to pay for items personally that is at your discretion.

- A. The meeting must be for a legitimate business purpose and those present have a direct affiliation with that business purpose.
- B. The Provost Office does not reimburse for meals and beverages if the only people present are University employees, including students, unless prior approval is received.
- C. It is necessary to entertain visitors, donors, etc. for business purposes. Reimbursement will be made for only those employees whose presence is vital to the business purpose of the meeting.
- D. The University does not reimburse for social events or as a reward to an employee. (See next page.)
- E. Alcohol should not be served if there are students present. Expenses for alcohol will only be reimbursed if there are non-MSU participants.”

## **SECTION 2**

In addition to the Provost policy presented above, University policy also states:

“Academic units may have receptions to present or to acknowledge awards to faculty, staff, students, and alumni for outstanding accomplishments.”

Our (Dean’s) interpretation:

A. The reception should be for MSU awards and recognitions and should exercise the same responsible discretion and judgment referred to in the Provost policy above.

B. Any reception involving alcohol must be approved by the Dean before the event.