

- Guideline: BFCNEX-07
- Issue Date: 06/16/2009
- SME: Controller

## Employee Group Meals

### Background

The University of West Georgia complies with the Office of Fiscal Affairs Business Procedure Manual. The following information has been excerpted from BPM 19.7 and is intended to provide a quick reference for faculty and staff for the purchase of meals for a group of employees. Faculty and Staff are responsible for knowing the information and requirements contained within [BPM 19.7](#) prior to expending institutional funds.

### Guidelines

#### Meals within an Institution

The University of West Georgia recognizes under certain infrequent circumstances, employees may be required to remain at the work site during mealtime where meals are authorized solely as a convenience to the university. Such circumstances include emergency situations such as natural disasters or significant public safety events, but may also include intra-departmental meetings or training sessions, where the meeting or training session continues during the meal and the employees are not permitted to leave the premises of the meeting site. The following criteria must be met in for the purchase of employee meals:

1. Group meals should be held only to facilitate the effective and efficient operations of the departments involved.
2. Group meals should only be provided in those instances where the meeting lasts for at least four (4) hours.
3. Purchase of group meals should be approved by the head of the organization, or his/her designee, prior to the date of the event for non-emergency situations.

#### Restrictions within an Institution

- Purchase of alcohol is not allowed regardless of fund source.
- Purchase of food via PCard is not allowed except for specifically addressed in other BPMs.
- Authorized group meal expenditures are limited to the purchase of meals only and do not include snacks.
- Meal limits (per diem amounts) outlined in BPM Section 4.3, Reimbursement of Meal Expenses, must be followed.
- Group meals for a "lunch meeting," in which the meal and the meeting are one and the same, are prohibited for payment.
- Group meals held at the start and/or finish of a meeting are not eligible for payment.

#### Meals Involving Multiple Institutions

Efficient and effective administration of USG institutions may require instances when various groups of university officials, such as presidents, executive officers, or employees representing functional areas such as student activities, academic affairs, business affairs, etc., may be required to meet. The purpose of these meetings must support the official business purpose of the institutions represented.



These events/meetings may be supported through the use of registration fees charged to participants. Funds collected by the sponsoring institution are normally collected in and expended from an agency account created for that purpose as specified in BPM 14.5.1.

The follow standards shall be applied when deciding the whether purchases are valid under this policy:

1. Group meals held at the finish of a conference event are not eligible for payment under this policy.
2. Reasonable purchases may be made for refreshment breaks.
3. Every effort should be made to negotiate reasonable meal costs.

#### Restrictions for Meals involving Multiple Institutions

- Purchase of alcohol is not allowed regardless of fund source.
- Purchase of food with a PCard is not allowed except when specifically addressed in other sections of the BPM.
- Meals held at the conclusion of an event are not allowable.

#### Procedure

- Obtain prior approval for the purchase of food prior to incurring the expense.
- Faculty/staff/student will submit an approved Check Request and additional documentation as required to the Office of Controller for payment.
- Meals are to be charged to account 727700

*Note: The descriptive information requested on the Food Purchase with Institutional Funds form is required to document any purchase of food. Completion of the form itself is not required as long as the requested information present within the request.*

#### Unique Documentation requirements

- Purpose of the meeting/event
- Documentation supporting the effective and efficient use institutional resources.
- Formal written agenda (documentation that substantiates the event was an official event, i.e., flyer, agenda, email, or other substantiating documentation).
- List of attendees & affiliation (for groups more than 10, indicate the approximate number of attendees and identify the group)

#### Applicable Forms:

[Food Purchase with Institutional Funds](#)