VICE PRESIDENT FOR STUDENT AFFAIRS

Student Affairs Procedure Manual
ALLOWABLE STAFF MEAL PURCHASES

Number: SA-516
Subject: Meals and Entertainment
Approved by: James D. Morales, Vice President for Student Affairs
Original Published Date: August 16, 2014
Last Revised: October 11, 2019
USU Policy: 516
Last Revised: October 10, 2018

Listed below are specific instances regarding meals with benefitted employees. All policies and procedures through the University are still in effect.

1.1 Staff Parties/Holiday Functions: One University funded staff party per fiscal year is permitted. The cost of the function must be reasonable and may not be charged against any contract, grant fund, or reimbursed overhead (F&A). Holiday function meals are NOT to exceed one event per fiscal year. A Meals & Entertainment (M&E) Form must be completed and scanned in with receipt. A complete list of attendees must be included with the M&E Form.

1.2 Retreats & Workshops: Beverages/refreshments (coffee, juice, soda, donuts, rolls, etc.) for retreats and workshops are permissible. Meals may be provided when appropriate for the time and duration of the event. Meals for retreats & workshops are NOT to exceed one event per fiscal year. An M&E Form must be completed and scanned in with receipt. A complete list of attendees must be included with the M&E Form.

1.3 Birthday Meals: Birthday meals for employees (exempt, non-exempt, wage hourly or students) are **NOT** permitted to be purchased with university funds. Such events may be held with food being "potluck" or "pay-for-your-own".

1.4 Administrative Assistant Luncheon: Administrative Assistant luncheons are permitted. The cost of the functions must be reasonable and may not be charged against any contract or grant fund or reimbursed overhead (F&A). Administrative Assistant luncheon meals are NOT to exceed one event per fiscal year. An M&E Form must be completed and scanned in with receipt. A complete list of attendees must be included with the M&E Form.

1.5 Farewell Celebrations: Departments may pay for a departure luncheon for the employee, their partner/spouse, and all benefitted staff from the department for employees who have worked in the department for five (5) or more years.

If the departing employee has been with the department less than five (5) years, the department must find an alternate way to honor them – such as a potluck or going to lunch at their own expense with everyone pitching in to cover the departing employee's meal.

1.6 When a Director Participates: When a Director is participating in a meal, the M&E Form MUST be signed one level above the Director, no matter what p-card the meal was purchased with.

1.7 Gratuity: Gratuity will not exceed 18% (unless required by establishment). If the service rendered merit more than 18% the cardholder is responsible for the differential.

Any changes to the above procedures must be approved by the Vice President for Student Affairs.

To access the University policy on Meals & Entertainment, use the following link:
www.usu.edu/hr/files/uploads/Policies/516.pdf

To access the Meals & Entertainment Form, use the following link:
http://controllers.usu.edu/htm/forms-policies-procedures/memberID=10996