

EXAMPLES OF FOOD AND BEVERAGE PURCHASES

Any meal or snack purchased with University funds must have a documented business purpose and when the average cost per person of the meal exceeds 125% of the individual GSA per diem rate, written justification for reasonableness must be provided.

FUNCTION	ALLOWABLE	CLARIFICATION/COMMENTS
1. Business meetings with University Guests SBHE 806.1 1 & UND-Group Meals	YES	Purchases of meals or snacks for business meetings attended by University employees and guests are allowed.
2. Alcoholic beverages NDUS procedure 806.1 2	NO	Alcoholic beverages are not to be paid for from institutional funds regardless of the source of funds.
3. Structured system sponsored or cross-institutional meetings with employees NDUS Procedure 806.1 3 b i	YES	This includes meetings between campuses and within campus, reasonable cost of coffee, meals, non-alcoholic beverages and snacks are allowable
4. Recruitment of faculty and staff NDUS Procedure 806.1 3 b ii	YES	Staff members may be reimbursed for reasonable cost of meal expenses incurred while recruiting staff and faculty. The expenses for the candidate, candidate's spouse/guest, the institutional host(s), and the spouse/guest of the institutional hosts(s) are allowable.
5. A Chamber of Commerce banquet or similar event - if required to attend NDUS procedure 806.1 3 b iii	YES	The employee must be attending as an official representative of the University
6. An event which an employee is required to attend as part of the employees duties NDUS procedure 806.1 3 b iii	YES	one time meeting over a meal period required by the supervisor to attend. Example: retreat
7. An organized entity wide banquet/reception or similar event honoring employees - if required to attend NDUS procedure 806.1 3 b iii	YES	may pay for a reception to recognize employees. Payment for food & beverages for guests and family members is allowed.
8. Tickets to University functions honoring employees NSUS 806.1 3 iii	YES	Tickets may be purchased for the honorees only .
9. Regular or Recurring departmental activities, including departmental staff meetings or departmental working lunches/dinners NDUS 806.1 3 b iv	NO	Purchases of meals or snacks are not allowable for departmental activities, including coffee breaks, and periodic departmental staff meetings, even if the meeting is required .
10. Retirement party NDUS procedure 806.1 3 b iv	YES	the purchase of a cake and non alcoholic beverages are allowable
11. Holiday functions/parties NDUS procedure 806.1 3 b iv	NO	Holiday parties are not an allowable expense.