Recruitment of faculty and staff | YES | Staff members may be reimbursed for meal expenses incurred while recruiting staff and faculty. The expenses for the candidate’s spouse/guest and the spouse/guest of the institutional host(s) are allowable.

Business meetings with University Guests | YES | Purchases of meals or snacks for business meetings attended by University employees and guests such as a speaker, etc. are allowed.

Employee Retreat | YES | Purchases of food and beverage are allowable for retreats.

Departmental activities, including departmental staff meetings or departmental working lunches/dinners | NO | Purchases of meals or snacks are not allowable for departmental activities, including coffee breaks, and periodic departmental staff meetings within one department even if the meeting is mandatory for the employees.

Staff meetings involving multiple departments | YES | Purchases of meals or snacks are allowable for staff meetings involving multiple departments.

Employee functions | YES | Expenses associated with hosting receptions, and employee recognition functions are allowed only if open to entire campus.

Tickets to University functions honoring employees | YES | Tickets may be purchased for the honorees only.

Alcoholic beverages | NO | Alcoholic beverages are not to be paid for from institutional funds regardless of the source of funds.

Spouses/Guests of employees/non-employees | NO | Purchases of meals for spouses or guests of employees/non-employees are not allowable, except when the purpose is for recruitment (see above). Purchases of food and beverages are allowable for the President’s spouse when they are an official representative of the University.

Holiday functions/parties | NO | Holiday parties are not an allowable expense.

An organized banquet/reception or similar event honoring students | YES | An academic department may pay for a reception to recognize the students enrolled in their program. Payment for food & beverages for guests and family members is allowed.
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.

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>ALLOWABLE</th>
<th>CLARIFICATION/COMMENTS</th>
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<tbody>
<tr>
<td>A Chamber of Commerce banquet or similar event</td>
<td>YES</td>
<td>The employee must be attending as an official representative of the University</td>
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