



AN HONORS UNIVERSITY IN MARYLAND

**UMBC POLICY ON REIMBURSEMENT FOR BUSINESS MEALS AND PURCHASE OF FOOD SERVICES OTHER THAN EMPLOYEE TRAVEL
UMBC # VIII-11.10.01**

I. POLICY STATEMENT

This policy on the reimbursement for business meals and the purchase of food services is intended to define the conditions under which the University will pay directly or reimburse employees for meal expenses while not in an approved travel status.

II. PURPOSE OF THE POLICY

The purpose of this document is to describe allowable meal and food service purchases using University funds while not in an approved travel status.

III. APPLICABILITY AND IMPACT STATEMENT

This policy addresses UMBC faculty, staff and guests engaging in business meals that utilize University funds. This Policy does not apply to reimbursement for meals as a result of travel (see Travel Policy available on Financial Services web site).

IV. CONTACTS

Direct any general questions about this University Policy first to your department’s administrative office. If you have specific questions, call the following office:

Subject	Contact	Telephone
Policy Clarification	Business Services Department in Financial Services	410-455-3638 or 410-455-3632

V. UNIVERSITY POLICY

A. Reimbursement and Purchase

1. University funds may be used to reimburse meal costs and/or for the purchase of food services where necessary and reasonable, when business is being conducted on behalf of UMBC.
2. Use of University funds must follow procedures as outlined below.
3. UMBC will reimburse individuals or pay for actual expenses incurred for meals as defined in **VI. DEFINITIONS** with the applicable approval per **VII APPROVAL AND PROCEDURES**.
4. Meal reimbursement for non-University employees will be reimbursed for the actual cost of the meal as defined in VI. DEFINITIONS with the approval by the applicable Vice President or Dean per VII, B. 2. below.

B. Documentation:

1. All business meal reimbursements and purchases are to be documented as referenced in this policy and related procedures; the form of required documentation will differ between a department and an individual (see **VIII DOCUMENTATION** below).
2. Individuals requesting payment and/or reimbursement for a meal must complete and submit the documentation noted in **VIII. DOCUMENTATION**.

VI. DEFINITIONS

A	Business Meal	A meal attended by faculty, staff and/or students that may or may not include others from outside UMBC, for which the primary purpose of that meeting is to conduct business matters on behalf of the institution. (See IX. RESTRICTIONS AND EXCLUSIONS)
B	Catered Meal	A meal supplied by either an internal or external vendor requiring pre-planning on the part of the purchaser.
C	Restaurant Meal	A meal occurring in an established on or off site facility.
		<i>Common Types of Meals Include:</i>
D	Working Meal	Meals provided when employees are required to work during their normal meal period to conduct official university business. These business meals are infrequent and occur when it is far more prudent to conduct business matters in this manner, than not.
E	Committee Meal	Meals provided during the active work session of a committee.
F	Recruitment Meal	Meals incurred by the University for the purpose of recruiting and/or hosting a prospective staff, faculty, student, and/or internal or external vendor/client. These types of meals include things such as a lunch during a candidate job interview.
G	Training Meal	Meals provided during the training of designated UMBC staff, faculty, students, and/or designated non UMBC personnel such as consultants and other external guests providing a direct service or benefit to UMBC.
H	Events Meal	Meals tied to special UMBC functions such as speakers, lectures, conferences, convocations, and events outside the “normal” daily activity of the UMBC community.
I	Other Meals	Food/meals that supports instruction, research and student activities, marketing and inter-campus meetings hosted by UMBC; University sanctioned activities that benefit the entire campus such as “employee service awards programs;” or food purchased for consumption during a University-sponsored educational activity or seminar (such as those offered by Training and Organizational Development)
J	University Funds	For purposes of this policy, University funds are defined as those for which the State of Maryland issues payment. This also includes use of the UMBC Departmental (“D”) Card and/or P-card; the P-card use is limited to caterers only as identified by the Office of Procurement.

VII. APPROVAL AND PROCEDURES

A. Pre-approval is required for (i) all Catered Meals and/or (ii) any meal consumed at or purchased from an on site or off site facility attended by only UMBC employees.

The Meal/Food Pre-Approval form must be completed and approved by the appropriate supervisor **PRIOR** to the meal occurring or a caterer engaged as follows:

1. If the cost of the meal is under \$2,500, the Meal/Food Pre-Approval form must be completed and signed by a Director, Department Chair or higher.
2. If the cost of the meal is from \$2,500 up to, but not including \$5,000, approval is required by an Assistant or Associate Vice President, Assistant or Associate Dean, Assistant or Associate Vice Provost, or higher.
3. If the cost of the meal is \$5,000 or greater, approval is required by a Vice President, Dean, Provost or higher. (Note: Catered events of \$5,000 or more, require a competitive procurement unless the University has a contract in place for such purchases.)

In addition, for catered events, a requisition for a Purchase Order in PeopleSoft must also be processed with the signed Meal/Food Pre-Approval form provided to Procurement, unless the P-card can be used as identified by the Office of Procurement.

B. Approval for reimbursement for any business meal and/or restaurant meal not included above in A. requires the UMBC Travel/Miscellaneous Personnel Reimbursement form to be completed and approved by the appropriate supervisor as detailed in **A.**

1. Meal costs shall only be reimbursed to an employee if they are reasonable and appropriate, as determined and approved by the supervisor, and if appropriate original detailed receipts are included; a detailed receipt is defined to be one which includes a listing of the items purchased and the associated unit/line item cost.
2. Reimbursement to a non-university employee is handled as noted in VII. B. 1. above and also requires the approval by the applicable Vice President or Dean.

Note: For Shared Governance Groups, the supervisor, who is to provide approval under VII A and B above, is the designee identified by the President's Office.

C. Payment/Reimbursement:

1. For situations in which a Purchase Order (PO) was issued, the approved “Meal/Food Approval Form” must be submitted to the Procurement Office with the requisition in order for the PO to be issued. The appropriate receipt should then be entered in the Purchase Order System in PeopleSoft by the applicable department.
2. When the meals have been paid for with cash or personal credit card, original detailed paid receipts must be submitted to Business Services, with an approved UMBC Travel/Miscellaneous Personnel Reimbursement form available on the Business Services web site. If the meal included only UMBC employees per A. above, the “Meal/ Food Pre-Approval Form” must be included with the completed expense report.
3. When the meals have been purchased using the D-Card or P-card, the department must maintain adequate and detailed documentation for audit verification purposes. (See VIII B. below for further details).

VIII. DOCUMENTATION

A. Individual Employee Reimbursement Documentation:

It is the responsibility of each employee to complete the applicable form(s) and to provide adequate and detailed documentation to be eligible for reimbursement and/or to obtain approval for food purchases. The applicable documentation includes the following:

1. Meal/Food Pre-Approval Form, if applicable;
2. UMBC Travel/Miscellaneous Personnel Reimbursement form inclusive of the purpose of the meeting/event and list of attendees; and,
3. Detailed receipt (with “detailed” as defined in VII, B. 1. above).

B. Departmental D Card and P-Card Documentation:

It is the responsibility of each department to maintain its D Card log and P-card log with adequate and detailed documentation. The applicable documentation includes the following:

1. Meal/Food Pre-Approval Form, if applicable;
2. Description of the purpose of the meeting/event and list of attendees; and,
3. Detailed receipt (as defined in VII, B. 1. above).

The forms (UMBC Meal/Food Pre-Approval form and UMBC Travel/Miscellaneous Personnel Reimbursement form) can be found on UMBC’s web site at:

<http://www.umbc.edu/procurement/forms/meal-food-pre-approval-form-and-umbc-travel-miscellaneous-personnel-reimbursement-form>

IX. RESTRICTIONS AND EXCLUSIONS

- A.** University funds cannot be utilized for any social functions or activities such as holiday parties, retirement parties, birthday parties, showers, welcome or farewell parties, office parties, etc.
- B.** University funds cannot be used to reimburse meals that consist only of internal UMBC employees during the normal workday unless such meals meet the criteria outlined in section **VI. DEFINITIONS** and are pre-approved per VII, A. above.
- C.** University funds shall not be used to purchase alcohol.

X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES

- A.** Departmental Card Policy (available from Campus Card Office)
- B.** Purchasing Card Program Policy Users Guide (available on the Procurement website)

Policy Number: VIII-11.10.01 (formerly 08-14.00.01)

Policy Section: Fiscal and Business

Responsible Administrator: Director of Business Services

Responsible Office: Business Services Department in the Office of Financial Services

Approved by President: February 16, 2009

Originally Issued: February 16, 2009

Revision Date(s):

Meal/Food Pre-Approval Form

Not for meals related to travel

This form is required for business meal/food reimbursements and purchases for (i) catered meals and (ii) meals/food purchases attended by only University employees as indicated in 08-14.00.01-Policy on Reimbursement for Business Meals and Purchase of Food Services.

Requestor: _____ Department: _____

Date of Meal/Purchase: _____ Estimated/Actual Cost: _____

Chartstring To Be Charged: _____

Will The D-Card Be Used? Yes No Will The P-Card Be Used? Yes No

Type of Meal (please check one): Breakfast Lunch Dinner

Purpose/Reason for Meal (please check appropriate box and provide more detailed information below. Refer to policy # 08-14.00.01 for explanation of each category):

Working Meal Committee Meal Recruitment Meal Training Meal
 Event Meal Other Meal

Description of Purpose (or attach meeting agenda): _____

Participants: (please attach additional sheet if necessary)

Name	Affiliation

This form must be signed by the appropriate person per VII-11.10.01-Policy on Reimbursement for Business Meals and Purchase of Food Services.

Direct Supervisor Name: _____ Title: _____

Direct Supervisor Signature: _____ Date: _____

Approval Name: _____ Title: _____

Approval Signature: _____ Date: _____

(<\$2500 = Director, Department Chair, or higher; \$2500 - \$4999.99 = Asst/Assoc Vice President, Asst/Assoc Dean, Asst/Assoc Vice Provost, or higher; \$5000 + = Vice President, Dean, Provost, or higher)