

**04.206 Food**

Payments to vendors or reimbursements to employees for meals of food purchases will normally not be made unless individuals who are neither employees or students of the System also participate and System business is transacted. Only Local funds may be used for these payments.

- In situations involving only employee and/or student participation, reimbursement for the meals may be made if one of the following conditions exist: (local funds only)
  - 1) Meal expenses are directly related to business meetings.
  - 2) Meals are provided to employees on the campus for the System's convenience, meaning that there must be a substantial business reason for providing the meals; and
  - 3) Expenses related to providing occasional recreational, social or similar activities for employees (i.e. System -sponsored picnics, etc.)
- Documentation must be provided with the purchase order or check request (if reimbursing an employee) that supports the fact that the expenses are directly related to or associated with the conduct of System business.
- This policy does not affect reimbursements related to travel, classroom academic activities, or purchases made by the University food service departments for use in the normal course of business.
- If meals or food purchases involve liquor, then Policy 10.14 must also be followed. No state funds can be used in the purchase of liquor. In addition, all purchase orders involving events where liquor is served must contain certification statement that no one under the age of 21, who attended the event consumed alcohol. (See UNT Policy 10.14, General Guideline Section)
- A list of attendees must be provided which identifies the participants by name and designation sufficient to establish business relationship to the System. In situations involving large groups of people, such as a reception for an event, a general description of the category of guests (i.e. faculty, staff, alumni, ticket holders, etc.) may be included in lieu of an itemized list.