

# SFA Business Meal Policy

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**Title:** SFA Business Meal Policy

**Policy Owner:** School of Fine Arts

**Applies to:** SFA Faculty, Staff, Students

**Campus Applicability:** UConn Storrs and Regional Campuses

**Effective Date:** April 1, 2022

**For More Information, Contact** School of Fine Arts Financial Services Office

**Contact Information:** sfafinancial@uconn.edu

**Official Website:** <https://sfa.uconn.edu/office/faculty-resources/financial-services/>

## REASON FOR POLICY

To support the School's occasional need for purchasing/providing food/meals as allowable under the official University's Travel and Entertainment Policy section 5e, [Business Meals](#).

## APPLIES TO

SFA Faculty, Staff, Students

## DEFINITIONS

The University's Travel and Entertainment Policy defines a business meal as a meal provided to University guests such as job candidates, visiting scholars or donors. Likewise, a meal may be an essential or important part of an event, such as an exhibition, show, concert, conference, open house, per diems, or workshop, which is conducted by the University.

## POLICY STATEMENT

The SFA Business Meal Policy establishes the nature in which eligible business meals within SFA are pre-approved and purchased/reimbursed by the University.

## POLICY

Eligible business meals, as defined above, should be limited to essential guests, and require written pre-approval from the Dean through the SFA Business Meal Pre-Approval Form.

Per University Policy, in no situation are University ProCard or Travel Cards allowed to be used for alcoholic beverages. In cases where alcohol is deemed necessary, it must be explicitly pre-approved by the Dean, Director or Department Head.

When completing the SFA Business Meal Form, it is necessary to include the time, date, location, formal business agenda, guest list (indicating their affiliation to the University), funding source, overall cost, and anticipated cost per person for the meal.

Business meal purchases will not be facilitated through the Financial Services Office.

## PROCEDURES

After completing the business meal pre-approval form and obtaining approval from your Department Head/Director, proceed with entering a request in the SFA Purchasing Request Form to obtain the approval from the Dean. Upon approval, you may proceed with the purchase using one of the payment methods detailed below.

### Travel Card

- Local business meals consumed at a vendor's location or take-out/delivery.
- No alcohol can be purchased when using a Travel Card.

### ProCard

- Per the University ProCard Manual, the ProCard cannot be used to purchase business meals consumed at vendor's location (i.e., eating in a restaurant) or when purchasing take-out to be consumed at an off-campus location.
- Allowable expenses include take-out, non-alcoholic beverages, and grocery store purchases for student activities & official business meetings held at University campus locations.
- No alcohol can be purchased when using a ProCard.

### University Catering

- Billed directly in KFS upon completion of the [Catering Request Form](#).
- In the situation where alcohol is necessary and approved, those beverages should be billed separately from the food and submitted to the FSO for payment.

### Out-of-Pocket

- Per the University's [Out-of-Pocket Purchasing Policy](#) business meals comprised entirely of University employees are non-reimbursable.
- Eligible expenses must be submitted for reimbursement through Concur by the payor.
- Out-of-pocket purchases should only be made when other payment methods are not suitable.
- In the situation where alcohol is necessary and approved, those beverages should be billed on a separate receipt from the food and submitted to the FSO for reimbursement.

## **RELATED POLICIES**

[University Travel and Entertainment Policy](#)

[University Accounts Payable Policies and Procedures Manual](#)

[University Procurement Card User Manual](#)

[University Travel Card User Manual](#)

[University Out of Pocket Purchasing Policy](#)

## **POLICY HISTORY**

**Policy Created:** Approved by SFA Leadership 03/31/2022

**Revisions:**

n/a