



**Virginia Community College System
System Office
Policy: Food and Beverage**

Issued: December 1, 2009
Approval Authority: Vice Chancellor for Administration

Purpose

The purpose of this policy is to provide guidance to System Office employees who plan to provide food and beverages for meetings. Food and beverage purchases by any System Office department using Education and General operating funds, local funds, or grant funds are subject to this policy. All expenditures must be reasonable and necessary. All agency expenditures are open to the public and must be able to sustain the test of public review.

There are limited circumstances in which it is permitted to provide food and beverages to System Office employees who are not in travel status. Such purchases for food and beverages include business meetings, formal internal training, and employee recognition when conducted in accordance with the Employee Recognition Program Policy of the Commonwealth of Virginia Department of Human Resources Management.

Allowable Purchases of Food and Beverage

The meetings for which food and beverages may be authorized for purchase by System Office employees are limited to the following:

- **Business Meetings.** Food and beverages may be provided for a business meal taken with a non-System Office participant during a business meeting. To be approved, a business meal must have a bona fide purpose that contributes to the business objective of the requesting System Office department. The primary beneficiaries of such meals are the non-System Office participants. As such the ratio of System Office to non-System Office participants must be appropriate to the circumstances of the business meeting meal. **Example:** Meals with high level candidates for employment are appropriate.

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- Formal Internal Training. Food and beverages may be provided to System Office participants at a formal internal training session that lasts all day when business is conducted **through the time of the meal.**

System Office departmental retreats may be included in this category provided they are conducted primarily as training functions, are held at a VCCS facility, do not require overnight lodging, and do not occur more frequently than once annually. System Office employees are the primary beneficiaries at such functions. **Example:** Strategic planning meeting held once a year.

- Employee Recognition. Food and beverages may be provided to System Office employees during an annual employee recognition program or as an extra effort recognition awarded in conjunction with the Commonwealth of Virginia Department of Human Resources Management Employee Recognition Program Policy. **Example:** Service award recognition luncheon.

Non-Allowable Food and Beverage Expenditures

- Food and beverages CANNOT be provided for meetings that include only System Office employees whether these meetings are routine or for a special purpose. **Example 1:** Regular staff and department meetings. **Example 2:** Meeting of department staff to evaluate and select job applicants.
- Spouses of business meeting participants may attend a business meeting meal but their portion of the expenses CANNOT be paid using System Office funds.
- Alcoholic beverages CANNOT be provided using System Office funds.

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Requirements for Reimbursement

1. **Advanced approval by the Vice Chancellor of Administration.** This approval is obtained by submitting a "Business Meal Certification" form to the Vice Chancellor. This form is available on the last page of this policy and at the VCCS website
<http://www.vccs.edu/Administration/FiscalServices/tabid/133/Default.aspx>
2. **Inclusion on the Business Meal Certification Form (BMCF) the purpose/business reason for the meal and the names and organization affiliations of each person in attendance.** If a listing is impractical to provide, a written explanation to that effect must be submitted with the BMCF.
3. **Submission of the "Business Meal Certification" form with the payment document.** The payment document must also include an original itemized receipt for the meal. Reimbursement cannot be made from travel charge card statements or tissue receipts.
4. **Reimbursement for actual expenses up to the per diem meal amounts in the State Travel Regulations** (Refer to Commonwealth Accounting Policies and Procedures Manual, Topic No. 20335). These individual component meal rates may be increased up to 50% with proper justification for meetings allowed under this policy.
5. Delivery costs and a reasonable tip are reimbursable as long as the total cost does not exceed the allowable per diem for the meal.
6. For individuals in travel status, the per diem allowance applicable to the business meal must be clearly excluded from the daily reimbursement on the "Travel Expense Reimbursement Voucher".

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7. If an employee pays for an approved business meal, reimbursement requests must be submitted on a "Travel Expense Reimbursement Voucher" along with the BMCF and the original itemized receipt. Reimbursement will not be made from travel charge card statements or tissue receipts.

Approved by:



Donna Van Cleave

Vice Chancellor for Administration

Date: Mar. 23, 2009



**Business Meal Certification
Virginia Community College System
Non-Travel Meals**

Department Information

Department Name: _____ Source of Funds (AIS Department Number): _____

Requested by: _____ Date: _____

Event Information

Date of Meal: _____ Number of Participants: _____ (Attach List of Attendees and Affiliation)

Type of Meal (Check one): _____ Breakfast _____ Lunch _____ Dinner

Other (Describe): _____

Purpose/Business Reason for Meal:

Meal is Within State Per Diem Rate _____ Meal Exceeds State Per Diem Rate _____

If meal exceeds the State per diem rate, please explain why.

Approvals

Signature of Department Approver for Source of Funds Date

Donna M. VanCleave, Vice Chancellor of Administration Date
Chancellor's Designee

A COPY OF THIS FORM MUST BE ATTACHED TO THE PAYMENT DOCUMENT