

## I – UNIVERSITY FUNDED FOOD/BEVERAGE GUIDELINES FOR EVENTS AND BUSINESS MEETINGS

As members of the university community and stewards of fiscal resources, it is important that faculty and staff ensure appropriateness and reasonability of expenses in support of the business of the school. This includes adherence to policies governing the use of university funding. All funding whether from tuition/fees, the state of NJ, donors, grants/contracts or otherwise, are university funds for which we have fiduciary responsibility, and are subject to relevant policies and procedures as well as audit. A guiding principle for all spending of university funds is the requirement there be a necessary, reasonable (not of excessive value), and appropriate business reason consistent with the goals and outcomes of the program, project, or task.

## II – DAILY MEAL EXPENDITURES

Daily meal expenditures are not considered an integral part of the regular daily business requirement of employees (faculty and staff) of the university. Food and beverage can be paid for when it is an integral part of special business activity, but not out of convenience to an individual or group of individuals. An exception to this is that the university may cover daily meal expenditures when someone is away from home because they are on authorized work travel/assignment with a clear business focus – please refer to university policy [40.4.1 – Travel and Business Expense](#).

## III – AUTHORIZED EVENTS AND PROGRAMS

A business meal or catering may be an essential or important part of an event, such as a conference, workshop, orientation, or commencement activity. It is reasonable to supply food or beverage services at occasional events including annual meetings or unit retreats within the school, meetings with the purpose of providing recognition and/or award, or to host guests such as job candidates, visiting scholars, donors, or other visitors to the school. In addition, in some circumstances where it is necessary for a group to meet for more than three (3) hours, light refreshments may be authorized, or to meet for a full business day inclusive of a working lunch, lunch may be provided.

## IV – ALCOHOL

There are limited occasion when alcohol is appropriate to serve at a school hosted event. For those where alcohol is authorized, please first refer to Section V. Alcohol at Campus Events in the university's Alcohol Policy which can be found in Section 60.1.11 in the university policy library (<https://policies.rutgers.edu/view-policies/human-resources-hr-%E2%80%93section-60#1>). As you make arrangements for your event, please communicate to the SSW Facilities/Events Coordinator whether or not you intend for alcohol to be served.

## V – SUMMARY

Normally, events authorized to serve food should use the purchasing system to do so. In addition, there may be different policy on grants and contracts than that of other funding sources. For these reasons, coordination of events should occur with the Facilities and Events Coordinator in conjunction with SSW Business Services. Please realize that as part of our fiduciary responsibilities, all expenditure items are subject to audit and it is the role of our business office to ensure business expenses both meet the needs of the school and are compliant with all relevant policy, procedure, and/or sponsored project restrictions. In addition, some events will require the host or individual requesting the reservation to be responsible for ensuring it is staffed appropriately and for clean-up, etc.

To request assistance with planning an event, please complete the event request form: <https://form.jotform.com/91224488159161>.