Meal Procedures

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Meals

Business Meals

More information regarding certified business meals can be found in the Payment or Reimbursement of Business Meals university policy. Certified business meals must have the following:

- Supervisor approval.
- A substantive and bona fide business purpose deemed essential to the University's mission.
- More than one person included.
- Itemized original receipts (maintain all receipts in the department).
- Adherence to meal expenditure limits.
- The required purpose or reason, number of participants, and affiliation documented. Departments can use the existing Business Meal Certification Form located on the Accounts Payable Forms page.

Paying for Business Meals:

- Direct payment for business meals is very limited, and can be made only in the following circumstances:
  - Petty cash advances for business meals when reimbursement is not practical.
  - Unprepared food (e.g., grocery store food items) purchased using the University Purchasing Card.
  - Meals supplied by either eVA excluded or internal vendors.
  - Restaurant meals ordered on a standing purchase order created by buyers in Procurement & Supplier Diversity Services (PSDS). Departmentally created purchase orders are not allowable.
- Meals using state or grant funds can claim the actual meal cost per person up to the limits shown on the Rate Guide.
• Meals using state or grant funds can claim the actual meal cost per person up to 50% over the limits (but may not exceed that amount) with the appropriate Supervisor’s approval and written justification.

• Meals using Local funds can claim the actual meal cost per person up to the limits shown on the Local Funds Limits page.

• Meal tipping and taxes are included in the expense limit for the meal on all funds.

• Any expenses for alcohol during a business meal will NOT be paid from state funds. With the appropriate Supervisor’s approval, alcohol for business meal consumption may be purchased on local funds only. Alcohol consumed with a meal, where the cost of the alcohol exceeds the cost of the food, requires the approval of the Dean or Vice President. Information on circumstances under which alcohol may be served at the University is published in Policy VII.F.3, "Sale of Alcoholic Beverages", which does not address the payment restrictions above.

• Spouses of business meal participants that have a legitimate business purpose may attend a business meal, but their portion of the expense will NOT be paid from state funds. With written approval of the Dean or Vice President, local funds may be used to pay for meal expenses of spouses of business meal participants.

• Meal expenses for staff meetings will NOT be paid from state funds, unless employees were required to work through their meal periods. Meal expenses for staff meetings can be paid on local funds only.

• UVA policies may permit spending other types of funds for food/meal expenses, but they may not be allowable on grants and other sponsored programs funding. Be sure to review the Sponsored Programs Food Guidance Overview and Food FAQs.

The following chart lists common types of meals, their defining characteristics, and the documentation that may be required in addition to purpose or reason and number of participants, both of which are always required.

<table>
<thead>
<tr>
<th>Common Types of Business Meals</th>
<th>Defining Criteria</th>
<th>Documentation Required In Addition to Purpose/Reason and Number of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment Meal</td>
<td>Hosted by the University for the purpose of recruiting prospective faculty, staff, or students.</td>
<td>Names of participants if fewer than six; if more than six, their affiliations are sufficient.</td>
</tr>
<tr>
<td>Meals with Guest Speakers/Recruiters</td>
<td>Meal is served to large group while attendees listen to speaker(s).</td>
<td>Name of the guest speaker or recruiter and identification of the group addressed.</td>
</tr>
<tr>
<td>Student Function</td>
<td>Function hosted by the University and related to the education of students. Cannot be an employee function where students are present.</td>
<td>No additional information required.</td>
</tr>
<tr>
<td>Training</td>
<td>Training must last for longer than two hours and either trainers or trainees must be</td>
<td>The word &quot;training&quot; and the type of training conducted. Names of participants if fewer than six; if more</td>
</tr>
</tbody>
</table>
from outside the department. than six, their affiliations are sufficient.

<table>
<thead>
<tr>
<th>Working Meal</th>
<th>Employees are required to work during their meal periods. Food is generally brought into the workplace.</th>
<th>Names of participants if fewer than six.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Meetings</td>
<td>Working meeting of a committee.</td>
<td>Names of participants if fewer than 6; if more than six, their affiliations are sufficient.</td>
</tr>
<tr>
<td>Receptions for the Public</td>
<td>Function must have been open to the general public, and public announcement must have been made.</td>
<td>Affirmation that the public was invited.</td>
</tr>
<tr>
<td>Staff Meetings or Food for Office Functions (Local funds only)</td>
<td>At the discretion of the funding department, but must be relevant to the work of the department, and participants must have been required to attend.</td>
<td>Names of participants if fewer than six.</td>
</tr>
</tbody>
</table>

**Special Meal Limits for Internal Service Providers**

The limits in this table represent the maximum for actual expenses incurred using State Funds. They are NOT per diem amounts. These limits are applicable ONLY to the following internal caterers:

- University Dining Services
- Nutrition Services
- Darden Abbott Center
- Boars Head Inn
- Colonnade Club

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Miscellaneous Items (coffee breaks, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25</td>
<td>$35</td>
<td>$80</td>
<td>$5</td>
</tr>
</tbody>
</table>

The limits for Local Funds in this table represent the maximum for actual expenses incurred. They are NOT *per diem* amounts.

<table>
<thead>
<tr>
<th>Daily Limit Amount</th>
<th>Approval Required</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Limit of $75.00</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>Between $75.00 - $110.00</td>
<td>Supervisor</td>
<td>Requires written justification.</td>
</tr>
<tr>
<td>Exceeds $110.00</td>
<td>Supervisor’s Supervisor</td>
<td>Requires written justification.</td>
</tr>
</tbody>
</table>
Social Event Meals

When local funds are available, the University will generally reimburse an individual for the cost of meals that are part of activities such as team building events, holiday celebrations for employees, and similar events that are primarily social in nature but which nonetheless support the University's mission. Please review the Payment or Reimbursement of Social Event Meals policy to see if a meal qualifies. The following procedures must be followed:

- Social Event Meal must be properly documented with itemized original receipts, approvals, and other required information.
- There must be itemized original receipts for all expenses for which payment is sought.
- A document with purpose or reason for meal, combined cost of meals, number of participants, names of participants if fewer than six or affiliations of participants if there are six or more, inclusion or exclusion of alcohol, and all required approving signatures must be completed prior to purchase. The exception to this requirement is when the Petty Cash Voucher is used to replenish a petty cash account following the disbursement of funds for a social event meal. In that case, the original of the signed approval document must be sent to Procurement & Supplier Diversity Services (PSDS) and a copy should be retained in its place by the department.
- The signed original of this document with Voucher Number noted, along with all receipts, must be kept with the Payment Voucher in the requesting department as specified in the Records Retention and Disposition policy.
- All information required on the approval document, as described above, must also be supplied in the payment method's documentation (Purchasing Card Log, Payment Voucher Paper Clip, etc.).
- Reimbursement requests for catered social event meals are discouraged and may be rejected.
- To request reimbursement to an individual, submit a Payment Voucher in the Integrated System. See Payment Voucher on requirements for payees in the Integrated System. Include all information required for a social event meal in the Paper Clip attachment area of the form.
- For direct Payment to Vendors, include all information required for a social event meal in the Paper Clip attachment area of the form.
- To pay an external caterer $5,000 or more, submit a Purchase Requisition in the Integrated System prior to arranging the purchase. Include all information required for a social event meal in the Paper Clip attachment area of the form. A PSDS buyer will help to arrange the purchase and will create a Purchase Order.
- When paying with the University Purchasing Card, only use for unprepared food purchased from a grocery store or to pay an external catering vendor that is not a restaurant or hotel. Follow University Purchasing Card policies and procedures. All cardholder and program limits apply. Include all information required for a social event meal in the "comments" section of the Purchasing Card Log, adding an attachment if necessary.
- To pay with petty cash, follow Petty Cash policies and the Petty Cash replenishment procedures. All Petty Cash limitations apply. Be sure that all required information for a social event meal is on the signed original approval document forwarded to PSDS.
To pay a specified University internal caterer with a cost transfer, use an OGM cost transfer in the Integrated System, per the training and vendor's instructions.

All payments will be reviewed by PSDS prior to disbursement to determine that they are correct and permissible under current policies and procedures.