



The
UNIVERSITY
of **VERMONT**

Policy V. 4.1.10.1

Responsible Official: Vice President for
Finance and Administration

Effective Date: September 29, 2006

Business Meal and Amenity

Policy Statement

Any University of Vermont business meal or amenity expenditure must have a business purpose. The person responsible for the budget being charged is responsible and accountable for determining the business purpose. When restricted funds are charged (e.g., sponsored project funds) the person responsible for the budget (e.g., the principal investigator) is responsible and accountable for compliance with all related regulations or other donor restrictions.

Amenity purchases from Recharge Centers (i.e., Income/Expense activities) may not be included in the rate they charge to agriculture formula or sponsored project funds.

Alcohol

Alcohol may only be paid for with discretionary gift funds and must have prior approval, in writing, of the Provost or appropriate Vice President.

All official University functions held on campus where alcohol is served must be catered by Sodexo Food Services, except as exempted by contract. Official off-campus functions where alcohol is served must be carried out by someone holding a valid liquor license. All vendors serving alcohol are required to meet UVM's standard insurance requirements and carry \$1,000,000 per occurrence in liquor liability insurance. Off-campus providers must name the University as additional insured.

Reason for the Policy

There are instances where business meal and amenity expenditures are beneficial to the unit's and the University's mission. At the same time, by their subjective nature there is potential for the misinterpretation of their legitimate use. Thoughtful consideration by all University personnel is essential in making prudent and ethical decisions about business meal and amenity expenditures.

Strategic Direction

This policy supports the following goal in the University's Strategic Plan
http://www.uvm.edu/president/?Page=strategic_planning/strategicplan.html :

- Focus the human, fiscal, environmental, technological and physical resources of the University on institutional values and priorities
- Strengthen financial resources

Applicability of the Policy

This policy applies to all University of Vermont faculty, staff, UVM and SGA recognized organizations.

Policy Elaboration

None

Definitions

Amenity: An amenity is a gift item that helps to smooth or solidify our business relationships (including, but not limited to, sympathy or greeting cards, flowers, UVM logo soft goods & novelties, etc.).

Business Meal: A business meal must always include a discussion of a business topic, and more than one person. A meal consumed by an individual dining alone does not constitute a business meal.

Procedures

- Employees are reimbursed for business meal and amenity expenditures by completing an Expense form in PeopleSoft.
- Requisition for purchase is completed in PeopleSoft for activities held at restaurants, hotels, etc.
- Events catered by University Dining Services should use Sodexo's on-line catering web site: <http://www.sodexhostore.com/uvm/> . For Sodexo walk-in dining, use the Dining Services Chart String Form.
- To satisfy Internal Revenue Service requirements governing business meals, the following information must be provided with the PeopleSoft expense form, Requisition, or Dining Services web site, or Dining Services Chart String Form:
 1. The business purpose of the event
 2. The location of the event

3. The people in attendance
4. The date of the event

Forms

[University of Vermont Dining Services Chart String Form](http://uds.uvm.edu/documents/Chartstring_DSC0107.xls)
http://uds.uvm.edu/documents/Chartstring_DSC0107.xls

Contacts

Questions related to the daily operational interpretation of this policy should be directed to:

Procurement Services
656-4192
or
Sodexo Food Service
656-4617
(for on-campus catering)

The Vice President for Finance and Administration is the official responsible for the interpretation and administration of this policy.

Related Documents/Policies

[Travel](#)

Effective Date

Approved by the President on September 29, 2006