

CENTRAL CONNECTICUT STATE UNIVERSITY REFRESHMENT POLICY

As a state entity and responsible steward of Connecticut State taxpayer funding, one must follow the policies below when providing meals for university business.

General: There are many areas on campus that do not allow food. The cleanup of any area where food is consumed by CCSU staff is the responsibility of the group hosting the meal. Please do not leave food containers, pizza boxes etc. loaded in or outside of trashcans. If help is needed to assist in the cleanup, please contact facilities at 2-2301. The phone number is monitored 24 hours a day.

A. On-Campus Meals

1. Expenses for breakfast, lunch, or dinner meetings held on-campus in connection with university business or the entertaining of guests visiting the university on official business are allowable. Expenses should be limited to the cost of food only. **The university does not pay for alcoholic beverages.** Meal expenses of staff members are usually a personal responsibility; however, reimbursement of meals may be allowed when:
 - (a) The charge is a part of a conference or workshop
 - (b) It is necessary to hold a meeting to carry out official university business which extends through breakfast, lunch, or dinner (i.e., the primary purpose of the meeting may not be the meal)
 - (c) The search committee hosts a candidate for a position. (Refer to **Sections C and D**)
 - (d) An employee hosts a visiting lecturer, potential donor, or other official guest to the university
2. Ad hoc committee meetings and informal meetings consisting solely of university employees should not include breakfast, lunch, or dinner expenses except events subsidized by special allocated collective bargaining faculty development funds and/or other restricted monies from a non-university source. For grant-supported payments, pre-approval is required by the Grants Office.
3. On-Campus meals must be provided by the university's food service operation. If the university's food service operation is not available or closed, you must acquire a waiver from them. Please submit a request for a Food Service Catering Waiver no less than 30 days prior to event date. The University Food Service Contractor will respond to the request no less than 14 days prior to the event date. In the event the University Food Service Contractor grants a waiver, it is the responsibility of the client to ensure the external vendor being used has all necessary certifications and equipment to provide the service. To ensure compliance regarding food waivers, liability insurance, food service licenses, and other safety and regulatory concerns, please contact the Central Reservations Office (CRO) /Student Center at 860-832-1964. The following link <https://www.ccsu.edu/cro/> contains the related Standard Operating Procedures of CRO. The expense may be processed as a reimbursement to the meeting chair with appropriate approval and funding source.

Pre-approval is required for all on-campus meal orders. Requests must be initiated through the Central Reservations Office (CRO). CRO will prepare a Funding Approval Request with the following:

- Brief business purpose of the event
- List of attendees and their classification (faculty, candidate, visiting lecturer, etc.)
- Approval by a dean, director, or an administrative executive, or designee
- Funding source

B. Off-Campus Meals

Expenses for breakfast, lunch, or dinner meetings held off-campus are not allowed and will not be reimbursed or approved for purchase *except* under the following conditions:

1. Events subsidized by special allocated collective bargaining Faculty Development Funds or other restricted monies from a non-university source. For grant-supported payments, pre-approval is required by the Grants Office.
2. When the university's food service operation is not available or is closed.

Pre-approval is required for all off-campus meals. Submit a request via email to Fiscal Affairs at purchasingcard@ccsu.edu. Requests should include the following:

- Brief business purpose of the event
- List of attendees and their classification (faculty, candidate, visiting lecturer, etc.)
- Approval by a dean, director, or an administrative executive
- Funding source
- Estimate of cost

Once the request is approved by Fiscal Affairs, a P-Card may be used. If one is not available, an individual may use personal funds and submit a Disbursement Form along with the meal receipt to Accounts Payable at ap@ccsu.edu for reimbursement.

A Cert-123 must be on file with CCSU for the food service vendor, to ensure tax is not charged. Please contact the Accounts Payable department at 860-832-2506 to determine if the vendor is on file or if a CERT-123 must be acquired from DRS. (It can take a few days to acquire a new form). An itemized receipt must be kept with the P-Card statement or Disbursement Form showing no alcoholic beverages were purchased.

C. Search Meals - Administrative

When bringing an interview candidate to campus, in-house meals may be provided under the following conditions:

The maximum number for any in-house meal is four people exclusive of the candidate. Contact CRO to prepare a Funding Approval Request, which requires:

- Name of candidate(s),
- Dates of meal(s), and
- Funding source listed as "search meal account."

Menus are available through the university's food service operation.

Reimbursement for meals will be based on the Federal GSA Per Diem rates for Hartford County, found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Tips for meals are included in the daily allowance.

Off-campus meals with a candidate and the search committee will be reimbursed provided **in-house facilities are not available**. Prior approval and proper documentation/receipts are required. The maximum number for any off-campus search meal(s) is limited to not more than four members of the search committee exclusive of the candidate.

D. Search Meals - Academic

Reimbursement for meals will be based on the Federal GSA Per Diem rates for Hartford County, found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Tips for meals are included in the daily allowance.

All meals provided through the university's food service operation must be requested in advance. If the candidate is provided meals through the university's food service operation, the meal allowance must be prorated per the federal guidelines regarding meals and incidentals breakdown, found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

If the candidate will be eating meals on campus, arrangements can be made through CRO or the university's food service operation. Please have CRO or the university's food service operation contact the academic office to obtain an account number.

Please Note: The candidate is the only one who can have their meals paid.

E. Non-Allowable Expenses

The university's policy is to provide payment for reasonable and necessary expenses incurred in transacting university business. The following items/occasions are considered personal and will not be paid for by the university:

1. Birthday cakes or celebrations
2. Holiday luncheons, including honoring secretaries during Administrative Professionals Day
3. Office snacks/water bottles/soft drinks/coffee
4. Office parties
5. Employee entertainment, gifts, or donations
6. Political events, contributions, or donations

Please keep in mind that business meals/events are subject to public examination and audit and must be fully necessary and reasonable in all instances. Approval by the appropriate executive will certify the necessity and reasonableness of the event.

Under certain circumstances, it may become necessary that in the best interest of the university, the president may invoke an exception to the above policy.

Revised 1/18/2023/Excom Approved 3/28/2023