

# **ADMINISTRATIVE POLICY**

## **Food and Beverage Standards**

### **I. Policy Section:**

11 Business Functions

### **II. Policy Subsection:**

11.1 Reimbursement of Employee Expenses  
Food and Beverage Expenditures  
Adopted: February 20, 1995

### **III. Policy Statement**

The serving of food and beverages at College events, meetings and other College-related business activities is essential to normal operations. Budget Control Officers are required to monitor and approve such expenditures and to ensure that food and beverage costs are reasonable and incurred for legitimate business related activities.

### **IV. Reason for Policy**

One of the major expenditures associated with conducting College business is the serving of food and beverages. This policy is intended to limit the total cost of food and beverages served as part of our GRCC business activities and to reduce inappropriate or excessive expenditures of this nature. While exceptions are anticipated, limiting food and beverage expenditures is essential to efficient operations and must be balanced with what is required for effective business practices. The goal is to seek consistency and reasonableness regarding these types of decisions.

### **V. Entities Affected by this Policy**

All employees, students and external constituencies

### **VI. Who should read this policy**

Executive Budget Control Officers (EBCO)  
Budget Control Officers (BCO)  
Employees who make arrangements for meetings, on and off campus  
Employees who will be seeking reimbursement for food or beverage expenditures from meetings

### **VII. Related Documents**

Function and Facility Request Form – Food Service Office  
Reimbursement Request  
Retirement Reception Guidelines

### **VIII. Contacts**

- \*All expenditures of this nature must be first approved by BCOs.
- \*Guidelines attached to this policy describe recommended and customary expenditures
- \*All expenditures that exceed the guidelines must be approved by EBCOs.

## **IX. Definitions:**

**Celebrations:** Receptions, employee recognition events, alumni events, foundation events and other events that may or may not include external constituents

**Business Meetings with External Constituents:** Meetings conducted with one or more external constituents to conduct GRCC business related to the College's operations or planning

**Business Meetings with GRCC employees exclusively:** Meetings conducted with GRCC employees to conduct GRCC business related to the College's strategic outcomes as linked to operations or planning

## **X. Procedures**

- 1: Review food and beverage standards and guidelines
- 2: Anticipate food and beverage costs
- 3: Secure approval of the BCO and/or EBCO
- 4: Following approval, finalize plans for the event according to college operating procedures
- 5: Use financial services reimbursement and/or payment procedures for food expenses

## **XI. Guidelines**

The following guidelines shall be adhered to when planning activities that will include food and/or beverages.

### **1. Celebrations**

\*Prior approval of the EBCO is required if total expenditures for a single event will exceed \$100 or \$8 per person. (For retirement open houses, contact your appropriate Vice President.)

### **2. Business Meetings with External Constituents**

\*Prior approval of the EBCO is required if business meetings include a lunch or dinner will include more than 6 people, occur on a regular basis, and/or exceed \$100 in total.

### **3. Business Meetings with GRCC employees exclusively**

\*Food and beverage expenses are not necessary for every meeting

\*Food and beverage expenses are anticipated for meetings that are long in duration, (two hours or more), or coinciding with meal times due to scheduling difficulties

\*Guidelines for external constituents also apply

### **4. Alcoholic beverages**

\*GRCC funds may not be used for alcoholic beverages