

Hosting & Meal Policy

School of Journalism & Communication

Faculty & Staff*

03/29/2018

I. Hosting Guests, Job Candidates, Contractors, Industry Experts, Etc.

If a business-related gathering, meeting, or meal takes place with distinguished guests, the SOJC faculty or staff member may claim reimbursement for actual meal expenses within the following guidelines.

General Hosting Guidelines

- **Approval** - All hosted meals and refreshments must be approved by the appropriate budget authority with a hosting budget line.
- **ASA and other research funds may not be used to pay for food while hosting guests.**
- **A written business purpose answering the Who, What, Where, When, and Why questions must be included with each itemized receipt.**
- **A list of all individuals attending the meal and the location (e.g., UO building and room number if on campus) must be provided.**
 - Not all meals need to be hosted for a speaker/contractor. If multiple meals are hosted for a guest, different SOJC faculty/staff should be present at each hosted meal.
 - As a hosted meal, the itemized receipt must include the guest's expenses.
- **The per-person meal amount must be reasonable.**
 - Total hosting expenses should be reasonable. Reasonable is defined as a maximum of \$30.00/person for breakfast and lunch or \$50.00/person for dinner, not including gratuity.
 - Depending on the menu pricing, this could mean only a main dish or limited drinks, appetizers, and/or desserts.
 - Any meal expenses requested to be reimbursed above these amounts will require a written justification and will need to be signed by the Dean for approval. Amounts not approved will be paid directly by the host.
- **Alcohol** - Only one alcoholic beverage per person may be paid for with UO funds provided the funding source is derived at the Foundation and the appropriate budget authority approves of the expenses. The host will be personally responsible for additional alcoholic drinks unless the hosted guest orders more than one alcoholic beverage, in which case this additional drink must be documented when turning in receipts.
 - Alcohol may only be purchased during a dinner meal; it will not be paid for during breakfast or lunch meetings. Reimbursements for alcohol without food or only appetizers/dessert will not be reimbursed. Any exception will require the Dean to sign the reimbursement.
- **Gratuity** - Gratuity may not exceed 15% unless a higher percentage is automatically added to the bill by the restaurant.
- **Catering** – If catered refreshment expenses are incurred while hosting one or more guests, the appropriate budget authority must approve these charges. If a vendor other than UO Catering is used for an on-campus Eugene event or if perishable food is brought to campus, a UO Catering Waiver must be submitted and approved before the event begins.
- **Purchase Orders** – It is preferable to process purchase orders for hosting meals at local restaurants. The SOJC Faculty Services Office may provide POs upon request if the restaurant accepts them. Please provide 1-2 days notice.
- **Spouses/Partners** – Spouse and/or partner meals will rarely be reimbursed. Please obtain prior approval by providing a business purpose and request to the SOJC Dean.

- **Students Hosting Guests** – Students hosting guests must also abide by this policy. It is the responsibility of the faculty/staff member arranging the hosted meal to make sure the student is aware of all policies, limitations, etc. before s/he hosts the guest(s).

Procedures for Per Diem, Gratuity & Alcoholic Beverage Overages

- **Reimbursement** – If the host requests reimbursement for a meal that does not meet the requirements listed above (i.e. more than one drink per person, amount per person is exceeded, etc.), the receipt will be reimbursed up to the amount in compliance with this hosting policy.
- **Direct Bill/PO/Invoice** –If the meal is paid for with a purchase order or otherwise billed directly to SOJC, the host will be required to contact the restaurant with the invoice information and pay the amount not in compliance with this policy.

II. Meal/Food/Refreshment Reimbursements: Non-Hosted

If a business-related gathering, meeting or meal takes place without distinguished guests, the SOJC faculty or staff member may only claim reimbursement for actual meal expenses within the following guidelines.

UO Faculty & Staff Business Meeting Meals off Campus

- Only budget holders with foundation funds, designated for this purpose, are allowed to host faculty and staff business meeting meals.
- Reimbursement for meal meetings with UO faculty or staff should only be processed with a clear business purpose on an infrequent and non-recurring basis. A greater level of business purpose detail will be required including the topics discussed.
- A list of attendees must be provided.
- All food should be purchased and reimbursed from one itemized receipt. Gratuity should not exceed 15%.
- Alcohol may not be reimbursed during meals with only UO faculty/staff in attendance.

UO Faculty and Staff Meetings/Gatherings

- Refreshments or meals served during meetings or gatherings with only SOJC faculty and staff require a clear business purpose. The meetings must be non-recurring (i.e. monthly or quarterly meetings do not count) and occur on an infrequent basis. Typically, the meetings need to be over two hours in length. An agenda and list of attendees is required.
- If on Eugene campus, an approved Catering Waiver is required before the meeting takes place if perishable food from an outside source is brought on campus. This applies if the expense is reimbursed to an employee or if a vendor is paid directly.

iii. Meals/Food for Student Groups and Classes

Meals/Refreshments During For-Credit Classes

- Meals and refreshments during for-credit classes may not be paid for with UO funds.
- If a for-credit class meets outside of the normally scheduled class time for a special event (e.g., a field trip or hosting a guest), refreshments (not including meals or pizza) may be paid for with UO funds as long as it meets the criteria in the appropriate On Campus and Off Campus sections below.

On Campus Gatherings

- Only refreshments may be served during student events— meals (including pizza) may not be paid for unless the budget expressly authorizes Foundation funds for this purpose. Please see the “Fundraising Exception” section below. Budget holders with hosting budget lines may purchase pizza for non-recurring student group gatherings if an acceptable business purpose is provided.
- Generally, UO Catering should be used for all refreshments on campus for large student events/gatherings. If UO Catering is unavailable or too expensive per the event budget, a UO Catering Waiver must be submitted and approved before the event takes place.
- The meeting/gathering should last for at least two hours and a business purpose must be specified by the organizer/reimbursement requestor. “Student group meeting” will not be sufficient – the specific topics discussed and/or the meeting agenda must be documented.
- A list of those in attendance must be documented. For gatherings over 30, provide a reasonable estimate of attendees by category (e.g., # of faculty, # of staff and/or # of students)
- Reimbursement for food during recurring (weekly, monthly, quarterly, etc.) student meetings/gatherings is generally not allowed per UO Business Expense Policy.
- Faculty and staff may **not** serve homemade food to students. Food ingredients may not be reimbursed if they were used to make food served to students or guests.
- **Student Groups Hosting Guests** – Catered refreshments may be paid for with UO funds while hosting guests on campus as long as the approved student group budget contains a hosting line for this type of expense. Alcohol may not be paid for by UO funds in this case.
- **Fundraising Exception** – If a student group participates in fundraisers, the money raised may be used for purchasing pizza and other perishable foods not classified as “refreshments” as long as the SOJC Business Office is instructed to set aside these funds in advance for this purpose. In this case, meetings may be recurring and do not need to last 2 hours or more. A business purpose, list of attendees, and Catering Waiver form (if applicable) are still required in addition to a completed Travel & Entertainment Foundation form.

Note: This exception does not include membership fee income.

Off Campus Gatherings

- If the event takes place off-campus, prior budget authority approval is needed for any food reimbursements or direct payments to vendors.
- The gathering should last for at least two hours and an acceptable business purpose must be provided as described above.
- A list of all those in attendance must be provided. For gatherings over 30, provide a reasonable estimate of attendees by category (e.g., # of faculty, staff, students)
- If a for-credit class will be meeting for an off-campus special event, please consult the SOJC Business Office for information on how to proceed.

*The Dean is exempt from this policy with adequate business purpose.