

CLAS Policy – Departmental Events & Meetings (Food Costs)

GVSU's travel policy limits meal expenses that are specifically for University employee groups. The policy states that these type of costs "are reimbursable only with appropriate executive officer approval and documentation" (Travel Policy and Procedures, 2/27/2012). The CLAS policy for obtaining appropriate executive officer approval is provided below.

Departmental expenses such as business lunches, holiday parties, retirement receptions or any other departmental event that is being held specifically for the benefit of faculty/staff requires approval from the Dean's office and/or Provost's Office, an adequate business purpose and sufficient documentation. Departmental events that involve students do not require prior approval.

Unit Heads should ensure that catering policies are followed when departmental events are held on campus. Catering guidelines and policies can be found on the Classic Fare Catering and Events website located at <https://www.gvsu.edu/catering/policies-27.htm>.

The process for requesting approval, before events/meetings take place is as follows:

- 1) Within 30 days after the annual departmental budget allocations are provided and at least 10 days before the first scheduled event, a comprehensive list of events should be submitted to the Assistant Dean for Finance via the Department Events & Meeting Request Form (Appendix A). Each type of event should be listed separately on the form and estimates should include all food related costs. Approvals will be provided within 7 days after submission.
- 2) After approval is received, if the cost for a departmental event is expected to exceed the original estimate by more than 10%, the Unit Head is responsible for contacting the Assistant Dean for Finance before the event takes place and seeking approval for the increased cost.