

CLAS Policy – Departmental Events & Meetings (Food Costs)

GVSU's travel policy limits meal expenses that are specifically for University employee groups. This policy can be found in the GVSU Administrative Manual (Travel Policy & Procedures, Feb. 27, 2012). The policy states that these type of costs "are reimbursable only with appropriate executive officer approval and documentation." The CLAS policy for obtaining appropriate executive officer approval is provided below.

Departmental expenses such as business lunches, holiday parties, retirement receptions and any other departmental events that are being held specifically for the benefit of faculty/staff require prior approval, an adequate business purpose and sufficient documentation. Meetings such as those previously mentioned must receive approval from the Dean's Office, before the event takes place.

Unit Heads should ensure that GVSU policies are followed in regards to events and meetings held on campus. Policies are located on the GVSU website for Classic Fare Catering, located at <http://www.gvsu.edu/catering/policies-27.htm>.

The new process for requesting prior approval is as follows:

- 1) Within 30 days after the annual departmental budget allocations are provided by the Dean's Office, Staff Events/Meeting Requests (see attached - Appendix A) must be submitted to the Assistant Dean for Finance by each unit that plans to hold meetings specifically for the benefit of faculty/staff that include food costs.
- 2) Within 2 weeks after submission, the Dean's Office will provide Unit Heads with final decisions on submitted requests. Expect questions and correspondence from the Dean's Office during this 2 week period.
- 3) After a meeting/event has received approval, if actual costs for an event/meeting are expected to exceed projections by more than 10%, the Unit Head is responsible for contacting the Assistant Dean for Finance and seeking approval for the increased costs *before the event takes place*.

Enclosure(s)