

9130.4 Meals, Food and Refreshments

University employees are expected to pay for their own meals and refreshments and to bear the cost of entertaining. However, there are occasions when university purposes are served through these activities. In such cases, as defined below, it may be appropriate to use university funds to pay for such expenditures. However, these expenditures must be managed carefully to minimize the cost to the university. These expenditures must be infrequent, modest in cost, properly documented, and have a clear business purpose. Preference should be given to using campus facilities rather than restaurants, and Wright State University Hospitality Services (whose revenues help fund university overhead) must have precedence over external caterers and food vendors. In an effort to leverage on-site infrastructure and provide catering services in-line with WSU expectations, the WSU community will provide Wright State University Hospitality Services the opportunity for the “first right of service” regarding their catering needs. Alcohol purchases may be reimbursed according to section 5301. 2.

1. Business Meals

- a. The university may pay or reimburse the cost of properly documented meals (on- or off-campus) if the primary purpose is a business discussion. Expenses may be reimbursed only for those individuals whose presence is necessary to the business discussion.
- b. Business meals must include at least one person that is not employed by the university. A university student may fulfill this requirement; however, written justification must be signed by the Provost or appropriate Vice President denoting agreement with the stated business purpose. University funds shall not be used to pay for off campus meals involving university employees exclusively unless there is a compelling university interest approved by the Provost.
- c. Except for meals pertaining to recruiting, inclusion of spouses will require written justification signed by the Provost or appropriate Vice President denoting agreement with the stated business purpose. Expenditure policies pertaining to recruiting are found in section 5301.15.
- d. An itemized receipt is required. Internal Revenue Service rules on substantiation of business expenses require documentation of the time, date, place, business purpose, and attendees at the meal. Tips for business meals are allowed; however, tips must be reasonable and must never exceed 20 percent. Employees should note that the documentation requirements apply to all on-campus and off-campus business meals, regardless of the payment method. Accordingly, all meals charged to departmental accounts require documentation. No reimbursement will be made with only a summary receipt.

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- e. The university will deny reimbursement for meal expenses that lack documentation or a clear business purpose. Gatherings that are primarily social in nature do not qualify for payment or reimbursement as business meals. However, occasional meals provided as part of a university function may be permitted (refer to subsection 5301.4(b) below).
- f. Each quarter, the Vice President for Business and Fiscal Affairs shall prepare a report of expenditures at local restaurants for use by the Provost in determining compliance with these policies.

2. Definitions

- a. Meals/Food/Refreshments – any raw, cooked, or processed edible substance used or intended for use in whole or in part for human consumption. Includes ice, water or any other beverage, food ingredients, and chewing gum.
- b. Funds
 - 1. University Funds – any monies received from tuition, room, board, fees, contracts, grants, revenues from university services, state and federal appropriations, gifts, deposits and all other sources of revenue or expense reimbursements. All checks made payable to the university or any subdivisions of the university are considered university funds
 - 2. Private Funds – any personal monies of a student, staff, faculty, or guest of the university.
- c. Event Location
 - 1. Public Space – any university space that is accessible by the general public or university community as a whole. In regards to public space at the Dayton campus, tables, chairs, audio/visual equipment, etc. shall be delivered to designated spaces only; grills are available for use in *outdoor* designated spaces only.
 - 2. Designated Space – any indoor or outdoor public space of the Dayton campus that can be reserved by the university community as a whole through the Office of the Registrar, Student Union Administrative Office (SUAO), or E.J. Nutter Center. This includes properties south of Colonel Glenn Highway.
 - 3. Private Space – any university space that is privately controlled and/or managed by an organization, department, office, college, or division of the university including, but not limited to, departmental offices or conference rooms.
- d. Event Type
 - 1. Public Event – any event that can be attended by the general public OR university community as a whole.
 - 2. Private Event – any event in which attendance is restricted to a select group of people including, but not limited to, departmental gatherings and office parties. Generally, private events are by invitation only.
 - 3. University Food Service Partner– the licensed food service provider that has been contracted by the university to provide the day-to-day food service needs of the university or its auxiliary units. Revenues generated by the university

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food service partner help fund university overhead. The University Food Service Partner is more commonly known on campus as Wright State University Hospitality Services (<http://www.dineoncampus.com/wright>).

4. External Caterer – any licensed caterer that has been contracted by the university or its auxiliary units to provide food service for a specific university function. An external caterer is required to provide food service and personnel to manage all food handling responsibilities during the actual university function.
5. External Food Vendor – any licensed food vendor that provides food for a university function. A food vendor is not required to provide personnel to manage all food handling responsibilities during the actual function.
6. Host Organization – any organization that has primary responsibility for hosting or sponsoring a function at the university.
7. Registered Student Organization – any student organization that is registered and in good standing with the Office of Student Activities.

3. Appropriate Meals/Food/Refreshments Expenditures

- a. Both university and Wright State Foundation funds may be used to provide meals/food/refreshments at a seminar, retreat, workshop, orientation, or other university function. Documentation for these expenditures must include a brief description of the business purpose of the gathering and a list of attendees. When food service is used, care must be taken to keep the price of meals/food/refreshments consistent with the purpose of the event.
- b. At the discretion of the responsible Dean or Director, meals/food/refreshments may be provided at meetings of university employees on an infrequent basis. For example, it may be appropriate to provide meals/food/refreshments at a “working” breakfast, lunch, or dinner, particularly when employees are giving up personal time to conduct university business. However, a formal business discussion must be the primary purpose for the gathering and documented with the receipt.
- c. Meals/food/refreshments may also be purchased for gatherings of university employees whose purpose is employee morale. Periodic college-wide or division-wide gatherings, retirement receptions, and employee recognition ceremonies are examples for such gatherings. Care must be taken to minimize the cost and frequency of such functions. Expenditures on such gatherings must be approved in advance by the Provost.
- d. When meals are served, university representation should be limited to those persons necessary to the event as determined by the host of the event.

4. Food Handling and Food Safety

- a. Information regarding food handling and food safety at Wright State University shall be obtained through the Department of Environmental Health & Safety (www.wright.edu/admin/ehs/public/food.html).

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- b. Wright State University shall comply with Title 37 of the Ohio Revised Code (<http://codes.ohio.gov/orc/37>), Chapter 3717 of the Ohio Administrative Code (<http://codes.ohio.gov/oac/3717>), and the Greene County Combined Health District policies (http://www.gcchd.org/public-health-programs/food_program) regarding meals/food/refreshments on campus. Failure to comply with these provisions is cause for the removal of the meals/food/refreshments from Wright State University premises and/or other disciplinary actions.
- c. Meals/food/refreshments that are not provided by Wright State University Hospitality Services or a licensed external caterer must be monitored by a staff member from the host organization to ensure that all aspects of food handling are in compliance with U.S. Department of Agriculture's safe food handling guidelines (<http://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling>). This includes time/temperature requirements for safe food handling and ensuring foods that are susceptible to spoilage are properly disposed of following the event. Such events must obtain a temporary food service operations (TFSO) license if applicable. Information on the requirements for obtaining a TFSO license is available from the Department of Environmental Health and Safety (www.wright.edu/admin/ehs/public/documents/TempFoodSvcGuide.pdf). Failure to comply with these provisions is cause for the removal of the meals/food/refreshments from Wright State University premises and/or other disciplinary actions.
- d. Individuals from the host organization shall be held personally liable for any expense associated with individuals who require medical attention due to consuming food that has not been provided by Wright State University Hospitality Services or an external caterer. WRIGHT STATE UNIVERSITY SHALL NOT BE HELD LIABLE FOR MEALS/FOOD/REFRESHMENTS THAT ARE NOT PROVIDED BY WRIGHT STATE UNIVERSITY HOSPITALITY SERVICES.

5. Using Food Service Contractors at University Functions

- a. The university contracts with a strategic partner to provide food services at the Dayton campus, Lake Campus, and the Nutter Center. The services of this university food service partner (whose revenues help fund university overhead) must be utilized for meals, catering, and special events when held in any facility on the Dayton campus, Lake campus, or the Nutter Center. When possible, catered meals on the Dayton campus should be served in the Student Union or Nutter Center to avoid setup charges. Specific policies and procedures regarding the hosting of events in the Student Union can be found on the Student Union Administrative Office (SUAO) website (<http://wright.edu/studentunion>). For specific information for catered events at the Nutter Center (Berry Room, McLin Gym, etc) follow the link below. (<http://www.nuttercenter.com/concessions.aspx>).

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b. The following exceptions apply to this requirement and must comply with *Wright Way Policy 5301.4 (b)(4) Food Handling and Food Safety* above:

1. The Wright State University Foundation is exempt from using Wright State University Hospitality Services for Foundation functions.
2. Meals/food/refreshments may be brought into private spaces for private events such as birthdays, promotions, and retirement parties. However, university funds must not be used for such events.
3. University departments and registered student organizations may host events requiring ethnic or specialty meals/food/refreshments or quantities that cannot be supplied by Wright State University Hospitality Services. However, Wright State University Hospitality Services maintains right of first refusal for such events.
4. University departments and registered student organizations may sell certain non-potentially hazardous food items without obtaining a temporary food service operation license as long as product information is displayed or posted on the packaging. Contact the Department of Environmental Health and Safety for information regarding the types of food that can be sold in this manner. Revenues generated from such sales are considered to be university funds and must comply with *Wright Way Policy 5003 "Cash Collection and E-commerce Policy & Procedures."*
5. Residential space is considered to be private space. Therefore, Residential students and residential organizations shall refer to the Office of Residence Services policies regarding the use of external food vendors in residential communities.
6. Additional exceptions must be approved by the Vice President for Business and Fiscal Affairs.

c. To request the use of an external caterer/food vendor or accept a donation of meals/food/refreshments, the host organization must submit a completed Catering Request Waiver Form <https://www.wright.edu/student-union/about/forms-and-downloads> with any additionally requested documents to the Catering Director (186 Student Union) no later than fifteen (15) business days prior to the event or the request will automatically be denied. In addition, a Wright State University Gift-In-Kind Form (signed by the caterer or food vendor) must also be submitted with any accepted donation of meals/food/refreshments. Gift-in-Kind Forms are available in the Office of Student Activities (020 Student Union), the Student Union Administrative Office (SU 186), or at <https://www.wright.edu/student-union/about/forms-and-downloads>.

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- d. If approved to use an external caterer/food vendor, the host organization must adhere to the following provisions:
1. For catered events, the host organization must pay a non-refundable catering exemption fee to Wright State University Auxiliary Services in the amount of 15% of the total cost of meals/food/refreshments for the event. In some cases a flat fee may be used ex: Fall Fest or April Craze. The catering exemption fee may be waived for events with a total meals/food/refreshment cost of \$150 or less.
 2. The host organization must work with the SUA0 staff for the coordination of details. SUA0 staff will assist and guide as necessary, based upon each event. A minimum SUA0 administration fee may be assessed for approved requests; moreover, additional SUA0 administration fees may apply depending upon the complexity of the services rendered.
 3. There will be no access to the Wright State University kitchens or food preparation areas used by Wright State University Hospitality Services. Special staging areas for an event catered by an external caterer will be coordinated by the SUA0.
 4. Table linens, dishes, utensils, serving pieces, warming and heating trays, and other catering accessories and equipment will not be provided by Wright State University Hospitality Services.
 5. Clean up of the event area must be completed before the external caterer leaves the premises.
 6. When alcohol is to be served, it must be provided by Wright State University Hospitality Services according to the Ohio Revised Code and/or Ohio Administrative Code [refer to *Wright Way Policy 3201 Alcohol Consumption on University Property*]).
- e. To ensure the quality and safety of meals/food/refreshments from a non-university source, the external caterer will be required to:
1. Deliver the ordered meals/food/refreshments at appropriate temperatures.
 2. Provide appropriate means to maintain food /refreshments at proper temperatures.
 3. Maintain a sufficient staff to manage all food handling responsibilities for the event from set up to tear down.
 4. Remove all trash that was generated by the external caterer from the premises.
 5. Ensure that *Wright Way Policy 5301.4 (b) (4)* is followed.
- f. Requests for additional information about food service for university functions shall be directed to the Director of Auxiliary Services.

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6. Food Service at Non-University Functions

University funds may be used to pay for registration fees for conferences, seminars, or other meetings that provide meals and/or refreshments during the program. However, if a non-overnight program specifies that a meal is "on your own," the university will not pay for the meal or reimburse the employee. Meals including persons that are not employed by the university may be reimbursable as business meals if the primary purpose of the gathering is a business discussion. The business purpose must comply with section 5301.4 (a) above and include proper documentation that accompanies the receipt for reimbursement or inclusion with procurement card.

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