

Date Updated and Published: July 2014**Revision History:****Review: Annually****Last Date Reviewed:** January 2020**PURPOSE**

The purpose of this policy is to establish Bethel University processes and procedures regarding reimbursement for business meals and recognition events.

POLICY**BUSINESS MEALS**

Bethel University may pay or reimburse properly documented meals for which the primary purpose is a business discussion/purpose.

1. Business meals generally include at least one non-institutional employee.
2. Expenses may be incurred only for those individuals whose presence is necessary to the business discussion.
3. In addition to an itemized receipt, IRS rules of substantiation of business expenses require documentation of the time, date, place, specific topic of discussion and attendees at the meals.
 - a. Please note that the documentation requirements apply to all on-campus or off-campus business meals, regardless of payment method.
 - b. Accordingly, all on-campus dining facilities require this documentation for all meals charged to departmental accounts.
4. Bethel 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.

RECOGNITION EVENTS

Bethel University funds may be used to purchase food and non-alcoholic beverages for recognition, appreciation, and/or retirement events if the event is in accordance with Bethel University policies and is reasonable in number and events per fiscal year and amount spent.

Recognition gifts and retirement plaques are allowable up to a reasonable value limit per employee/retiree recognized.

RESPONSIBLE PARTIES

Cabinet-level officers, Department Supervisors, Business Office personnel, any/all employee(s) traveling on official business of the University

PUBLICATION

This policy is published on the University's website.