

# CUYAHOGA COMMUNITY COLLEGE

## Catering & Business Meeting Expenses Revised January 16, 2025

It is the policy of Cuyahoga Community College (the College) to reimburse employees for reasonable and necessary expenses incurred while conducting official College business. ***As a general rule, only expenses directly connected to College business are reimbursable, and employees are expected to exercise good judgment when incurring business expenses.*** Additionally, properly incurred and documented expenses, which are reimbursed to an employee by the College, are not reported as taxable income to the individual.

### SECTION I: GENERAL MEAL EXPENSE REIMBURSEMENT GUIDELINES

#### **General Reimbursement Guidelines:**

All reimbursable business meeting expenses are processed through the College's Concur reporting system. Unlike travel expenses, business meal expenses do not need prior approval through Concur and may be submitted as an expense reimbursement request only.

**Alcoholic beverages will NOT be reimbursed by the College.**

#### **After Incurring a Business Meeting Expense:**

- Employees must generate an expense report in Concur.
- Employees will be responsible for scanning and attaching receipts to their expense reports in Concur.

#### **Receipts:**

Obtaining and securing receipts for meal expenses incurred is the employee's responsibility. In the event that a receipt is lost, an employee must contact the issuing establishment to provide a duplicate copy of the receipt. If the establishment is unable to provide a copy of the receipt, an employee may then substitute their credit card statement with itemized charges. If no receipt can be provided, no reimbursement will be given. All requests for all reimbursements need a receipt, except for meals and incidentals.

### SECTION II: ALLOWABLE MEAL EXPENSES

#### **Business Meals**

A business meal is an off-campus meal that is attended by at least one individual that is not employed by the College who is present to discuss College business. ***Meals attended solely by College employees do not qualify for reimbursement under this category.***

The following information must be included on an employee's expense report as support for all business meal expenses:

- The name, title and company of all those present at the meal;
- The name and location of the establishment where the meal took place;
- The amount and date of the meal expense;
- The specific business topic discussed at the meal;
- ***A detailed receipt of all meal expenses is required for business meeting expenses.***

Any additional reimbursement must be approved in advance and in writing by the employee's department executive vice president.

### **On-Site Catering**

Per the Food Services Management Agreement between the College and Aramark Educational Services, Inc. (Aramark), all food service conducted on College premises **must be** provided by Aramark. Meals or catering provided by a vendor other than Aramark for on-site meetings or events cannot be paid for with College funds and will not be reimbursed.

To help ensure that catering orders are charged to the appropriate departmental budget, purchase orders (POs) are required for all Aramark catering orders. Catering orders for standard menu items that are ordered through Catertrax will automatically generate a PO. All custom orders placed through Aramark or Catertrax require the employee to obtain a quote from Aramark and to enter a requisition in My Tri-C Buy.

Any exceptions or deviations from these guidelines must be approved in advance and in writing by the employee's division executive vice president.

### **Employee Functions**

College funds may NOT be used for expenses for personal employee functions such as holiday celebrations, birthdays, weddings, funerals (flowers/cards), anniversaries, showers or other personal celebrations and acknowledgements. Off-site parties, dinners or similar events organized by co-workers will not be reimbursed, with the exception of retirement functions.

The College will reimburse an employee up to \$350 for expenses incurred for a retirement function. Any further reimbursement must be approved in writing by the employee's division executive vice president before the event occurs.

### **College Employee Meetings**

A College employee meeting can include College personnel or non-College personnel necessary to the proceedings where the majority of the employees in attendance are taken outside of their normal work location. Examples of College meetings can include departmental year-end meetings, bi-annual meetings, or off-campus retreats for a department.

General guidelines for food and beverage at on-site or off-site employee meetings are as follows:

- If the meeting is less than 2 hours, coffee, tea, and water can be ordered.
- If the meeting 2 – 4 hours, coffee, tea, water, snacks, and/or pastries can be ordered.
- If the meeting is 4 or more hours, appropriate meals (e.g., boxed lunches or similar) can be ordered.

Meals for on-site College functions, including business meetings, departmental meetings, student engagement events, community events, must be purchased through Aramark. The College will not reimburse meal expenses for on-site meetings for food purchased from a vendor other than Aramark.

Should the College function be held off-site, meal expenses must be approved in writing by an executive vice president prior to the date of the meeting. A purchase requisition covering facility rental and other associated meeting expenses for the function must be completed and approved through My Tri-C Buy prior to the event being held. Copies of the purchase order and executive vice president approval of meal expenses must be attached to the expense report when it is submitted to accounts payable.

Food and beverage orders for College meetings involving external attendees should follow the same purchasing process outlined above; however, they are not subject to the same limitations as employee events. Food and beverage for these functions should be ordered at the discretion of College leadership.

The department's executive vice president must approve exceptions to these guidelines in writing and in advance of the event.