

**TRI-COUNTY TECHNICAL COLLEGE
PROCEDURE**

PROCEDURE NUMBER: 7-3-1010.2

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TITLE: Reimbursement for Meals Associated with Official College Business

**RELATED POLICIES
AND PROCEDURES:** TCTC Policy 7-3-1010 Travel and Subsistence Expenses
TCTC Procedure 7-3-1010.1 Reimbursement for Travel and
Subsistence Expenses

**ADMINISTRATIVE
RESPONSIBILITY:** Vice President for Business Affairs

March 14, 2012	April 24, 2023	April 24, 2023
DATE APPROVED BY PRESIDENT	DATE LAST REVIEW	DATE LAST REVISION

This procedure is intended to define the conditions under which the College will pay directly or reimburse employees for allowable meals and food (meals) purchases associated with official College business.

Tri-County Technical College will conduct its official business activities in an efficient and cost-effective manner that supports the mission of the College while maintaining compliance with applicable state and federal laws and regulations. Official business activities are defined as those activities which:

- Establish and maintain effective external communications and relationships for the benefit of the College.
- Promote and support business activities that advance the College’s mission, especially with external parties.
- Provide appropriate amenities for organized events of the College, such as student enrichment travel, approved official employee functions, workshops, academic ceremonies, etc.

All meals associated with official business activities must have two levels of approval above the requestor (see the Food Purchase Pre-Approval Form located in the “All Finance forms, manuals, etc.” link under Budge & Purchasing Tile on the [Food Purchase Pre-Approval Form](#) must be completed **prior** to any expense being incurred.

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The College PCard may NOT be used to purchase state employees' meals at any time or under any circumstances.

Official College business meals MAY include the following:

1. **Award/recognition ceremonies.**
2. **College-wide events such as:**
 - a. **College-sanctioned activities that benefit the entire campus, i.e., support instruction, research, promotional, marketing, and economic development or institutional fundraising or advancement.**
 - b. **Faculty/staff appreciation, orientation, graduation.**
 - c. **Special functions such as speakers, lectures, conferences, convocations, and other events outside the "normal" daily activity of the College.**
3. **Employee awards to recognize/reward innovations or improvements, or employee development activities that enhance quality of work or productivity.**
4. **Interviews with applicant by official College host** (host determined by the Department Head). Applicant's spouse may also be included for positions of Dean, Vice President, and President.
5. **Meetings with:**
 - a. **Business leaders outside the College for the purpose of student interaction, and/or future contributions to programs.**
 - b. **Colleagues from other universities/colleges to discuss instruction, public service, joint endeavors, and administrative functions.**
6. **Meals attended by faculty or staff that include others from outside the College, for which the primary purpose of the meeting is to conduct business matters on behalf of the College, including (but not limited to) Advisory Committee meetings and work sessions with College student leaders.**
7. **Meals incurred by the College for the purpose of developing business with external clients.**

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8. **Meals provided during employee professional development training sessions, workshops, or meetings** that may or may not include designated non-College individuals such as consultants and other guests providing a direct service or benefit to the College.

9. **Meals related to student enrichment activities.** Use of the PCard IS permitted for *student and non-state employee chaperone meals* while on **student travel status** under the following procedures:
 - a. Only staff members who chaperone student trips will be authorized to use PCards for student travel. The PCard must be issued in the name of the employee chaperone or trip sponsor.
 - b. Food/meals for students and non-state employee chaperones (**only** when they are chaperoning groups and at no other time) may be charged to the PCard. **Meals for College employees may NOT be charged to the PCard.**
 - c. An itemized receipt must be obtained and attached to the approved Food Purchase Pre-Approval Form.
 - d. **All food purchases** (for both students and non-state employees) must adhere to state guidelines for per diem charges. Refer to the College's current travel reimbursement forms for the schedule of the maximum amount of subsistence for meals which may be reimbursed.

10. **Meals associated with attendance at statewide, regional, or district meetings.** Employees required, as a part of their official duties, to attend statewide, regional or district meetings within the area in which the employee is headquartered may receive reimbursement for the cost of meals served at such meetings. If the cost of the meal exceeds the state allowance, receipts must be provided in order to receive reimbursement. Reimbursements for these meetings must have two levels of approval (see the Food Purchase Pre-Approval Form). Meetings of boards, commissions, and committees are not considered statewide, regional, or district meetings.

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Examples of non-reimbursable food-related expenses:

1. Expenses for alcoholic beverages.
2. Tips or gratuities, **unless** they are included as part of a billing for a banquet, luncheon, etc., or included as part of a conference, seminar fee, tuition fee, or registration fee, and not separately identified.
3. Meals or refreshments for regularly scheduled Department staff meetings.
4. When a meal is part of a tuition, registration, or attendance fee, no additional reimbursement request for such meal may be claimed.

Methods of making an authorized food purchase:

1. **Preferred method** is to order food from the **TCTC Café Catering Service**. A **completed copy** of the Food Purchase Pre-Approval Form with two levels of approval (above the requestor) and including Department org number to be charged will be forwarded to the College Café. Once the approved form is received by the Café, arrangements can be made directly with the Café staff. Please give at least one week's notice for catering services.
2. Use a third-party vendor
 - a. Pay for food using a personal credit card and request reimbursement from the College,
OR
 - b. Pre-arrange with vendor to set up a standing purchase order and have the vendor bill the College.

Reimbursement procedure:

Prior to purchasing food for any event, a Food Purchase Pre-Approval Form describing the event must be completed by the requestor and submitted for two levels of approval above the requestor, i.e. requestor cannot approve their own request (e.g. Department Head/Manager and Division Dean/Director, or Division Dean/Director and Division Vice President). The approved request is on file in the Fiscal Affairs office. **Meals for State employees CANNOT be charged to PCards under any circumstances.**

The Food Purchase Pre-Approval Form is found in the "All Finance forms, manuals, etc." link under *Employee* tab-*My Budgets* on MyTCTC.