

BUSINESSEXPENSES

DIVISION WITH PRIMARY RESPONSIBILITY: Business and Finance
OFFICE FOR ENSURING COMPLIANCE: Financial ServicesAccounts Payable
CONTACT OFFICE: Accounts Payable

STATEMENT OF POLICY

A. LOCAL BUSINESS EXPENSES

1. Business Meals

Business meals are defined as meals taken with students/prospective students, prospective employees, donors/prospective donors, and/or guests of the University during which University business-related discussions or activities take place. The cost of a meal can be considered reimbursable when the primary purpose of the meeting is to conduct business and there is a clear and compelling reason to meet over a meal. Expenditures are only allowable for business occasions related to the mission of the University involving individuals external to the Loyola community and for functions including events designed to promote donor, employee, student or alumni relations. Under no circumstances may alcoholic beverages be charged to federally funded grants or contracts.

The University allows payment for reasonable and necessary business meal expenses or light refreshments for meetings involving University personnel under certain circumstances. The frequency of such meetings and the related expenses must be reasonable and appropriate to the purpose of the discussion and nature of the business conducted by the schools and departments. Such meetings may include, but are not limited to, the following:

- x Formal University committees that must meet during a meal time and on an infrequent basis (e.g., Staff Council);
- x Business meetings, conferences and training sessions that take place over an extended period of time (e.g., more than two hours);
- x With external constituents where the meal is an integral part of the meeting.

Departments are encouraged to utilize campus dining establishments (e.g., Boulder Garden Café, The Refectory, etc.) or Evergreen Catering.

University funds may not be spent on:

- x Meals at meetings with two or more University employees, which could have been conducted during regular business hours; or,
- x Meals considered to be personal in nature; these include, but are not limited to, parties or meals for employee birthdays, anniversaries, weddings, births, showers, or parties and events not sponsored by the University.

If an employee is unsure if a meal can be provided during a meeting that they are scheduling or hosting, they should contact the Controller's Office.

To qualify for reimbursement or payment, employees must substantiate the business purpose of the expense in compliance with the provisions set forth in this Policy. The IRS requires all business meals and entertainment expenses to be properly documented, including the business

3. Tip Guidelines

Tips given for University approved meals are reimbursable. For each a tip of 15%-20% is considered reasonable and appropriate.

B. BUSINESS ENTERTAINMENT AND OTHER SOCIAL EVENTS

Certain events sponsored in connection with student, faculty or staff social activities, fund raising, recruitment, holiday gatherings, community functions or other similar functions may be allowable as business expenses and should be discussed in advance with the chair/head of the department. The following conditions must be met to qualify for payment of expenses incurred in connection with business entertainment and social events from University funds:

- x The event must be approved by the department head or his/her designee.
- x Alumni and fundraising events must be approved by the dean or an Advancement officer.
- x

entertainment events take place in a personal residence, reimbursement from University funds shall generally be limited to traditional catering costs.

5. Alcoholic Beverages

