

Cleveland State University
Guidelines on Refreshments

As a public institution, Cleveland State University (“University” or “CSU”) is held to a high level of accountability for its business practices. Numerous constituencies (e.g., students, alumni, taxpayers, and government agencies) have an interest in how the University spends its hard dollar funds. Accordingly, every reasonable effort must be made to ensure that University funds are used in a responsible and appropriate manner.

With the approval of the President, Provost, Vice President or Dean, the University will pay or reimburse properly documented expenditures for food and/or beverages as follows:

1. Refreshments such as pastries, coffee, tea, juice, soda, etc. may be provided during meetings of official University business provided the meeting is attended by guests from outside of the University and not only by University employees.
2. Refreshments may NOT be provided in conjunction with ordinary staff meetings or other regularly scheduled meetings consisting solely of CSU employees. (If the College/Department has gift dollars available, following any specific guidelines imposed by the donor, if allowable, the College/Department may use those funds to pay for such expenditures). Bottled water and/or coffee are also not provided to departments or employees by the University. This also includes purchasing water filters. Ad hoc committee meetings and informal meetings consisting solely of University employees will not include breakfast, lunch or dinner expenses.
3. Expenditures for breakfast, lunch, or dinner meetings held in connection with official University business or for entertaining of guests visiting the University on official business must have prior written approval of the appropriate Vice President. Refreshment expenditures are to be limited to the cost of food and non-alcoholic beverages only.
 - o **The University does not pay for alcoholic beverages.** The University is at higher risk when alcohol is served at events. Such events should be managed with a high degree of care. Expenditures for alcoholic beverages may not be charged to University funds. With the prior written approval of the President, Provost or Vice President, expenditures for alcoholic beverages may be paid or reimbursed only from CSU Foundation discretionary funds.
4. Meal expenditures of employees are usually a personal responsibility; however, reimbursement of meals of employees may be allowed when:
 - a. A member of a search committee hosts a candidate for a position in the course of the interview process.
 - b. An authorized departmental employee hosts a visiting lecturer, potential donor, or other official guest to the University.
 - c. Traveling on official University business and the University Travel Policy is followed.
5. For grant-supported payments or reimbursement, prior written approval is required by Sponsored Programs & Research Services.
6. Retreats or meetings away from the employee’s regular workplace must follow the University Travel Policy.

CSU Catering Services has exclusive rights to catering on campus for events that cost over \$300. For information on using University facilities for events and the complete University Catering Policy, please review <http://www.csuohio.edu/offices/controllers/policies/catering.pdf>

The following are specific types of expenses, which are considered to be of a personal nature and will not be considered University expenses:

1. Birthday cakes or birthday celebrations
2. Holiday luncheons for employees, including but not limited to Secretary's Day
3. Office parties
4. Employee entertainment, gifts, or donations
5. Political events, contributions, or donations
6. Retirement parties

The University is at risk whenever refreshments that are subject to time and temperature sensitivities are served. To mitigate this risk, departments that host events where they purchase and serve refreshments or are 'pot luck' are responsible for safe food handling at the event. For full information about best practices for safe food handling, please review

www.fsis.usda.gov/PDF/Cooking_for_Groups.pdf

In order to comply with Internal Revenue Service requirements, all expenditures for food or beverages paid or reimbursed from University or CSU Foundation funds must be properly documented. Proper documentation includes an itemized receipt, along with a written record of the time, place, business purpose and attendees at the meal. This documentation must be attached to the request for payment or reimbursement.