

## COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES

### PROCESS FOR GAINING APPROVAL OF FOOD/BEVERAGE EXPENDITURES

#### FOR ALL REFRESHMENT REQUESTS

1. Department faculty and staff send requests, *via email*, to their chairpersons/school directors.
2. Chairpersons/school directors forward requests, *via email*, to Dean's Office (j.milkie@csuohio.edu).
3. Dean's Office seeks approval from the Provost.
4. The Provost will respond to Dean's Office who will then forward approval back to the department.

#### PLEASE INCLUDE THE FOLLOWING INFORMATION IN YOUR EMAIL REQUEST:

1. Date and time of event
2. Title/name of event
3. Purpose of event
4. Approximate number of CSU personnel expected to attend
5. Approximate number of non-CSU people expected to attend (if applicable)
6. Cost estimate
7. Identify source of funding (hard or soft dollars) – ***include full account number***

Blanket approvals may be granted for the entire semester for standing meetings (e.g., faculty meetings, lecture series, etc.). Other functions (e.g., retirement parties, holiday receptions, etc.) must be approved on an individual basis following the above procedure.

Proper documentation for reimbursement of all food/beverage from off campus vendors must include:

1. An original, itemized, paid receipt (please note that both the original, itemized receipt *and* proof of payment are required)
2. Written documentation of the business purpose
3. Date, time, place of event
4. List of attendees

Personnel responsible for final budget authority approve reimbursement requests.

"Proper documentation" is not to be confused with the "per diem" as stated in the travel policy. This is a separate issue. University employees authorized to travel on University business using the "per diem" allowance are not expected to provide meal receipts.

When alcoholic beverages are included in any food service, they must be itemized on a separate original paid receipt and must include the same documentation as noted for food service. As noted in the Refreshments Policy, "Expenditures for alcoholic beverages may not be charged to University funds. With the approval of the President, Provost or Vice President, expenditures for alcoholic beverages may be paid or reimbursed only from CSU Foundation discretionary Funds."