

### **Payment for Meals**

#### **A. Employee Meals**

Expenses for meals for University of Kentucky employees may be paid when properly documented and supported by original receipts and the Request for Payment is approved by the appropriate Provost, Executive Vice President for Finance and Administration, Executive Vice President for Research, or the Executive Vice President for Health Affairs. Meal expenses incurred by faculty and staff while in travel status will be reimbursed in accordance with the University's travel regulations (See Section E-5-2). Listed below are other functions and occasions when it may be appropriate to pay for employee meal expenses from University funds. The type of funds required and the level of approval required are also listed.

Reimbursement restrictions and limitations are explained by footnotes.

1. Entertainment of official guests.
2. Recruitment of potential employees – See Section E-7-9 for details.
3. Faculty Orientations/Receptions.
4. Planned/Administrative meetings Payable (planned luncheon). Requires advance approval of a Provost, Executive Vice President for Finance and Administration, Executive Vice President for Research, or the Executive Vice President for Health Affairs when paid from non-discretionary funds. If discretionary funds are used it requires a Dean level of approval.
5. Unplanned Working Luncheons - payable from any funds, requires Provost, Executive Vice President for Finance and Administration, Executive Vice President for Research, or the Executive Vice President for Health Affairs approval. Unplanned meals on federal or federal flow through sponsored projects are unallowable expenses.
6. Retirement dinners Payable from discretionary funds only. Dean level of approval. Must be official retirement from the University as defined in AR II-1.6.1 and AR II-1.6.2.
7. Department social activities Payable from discretionary funds only. Dean level of approval.

**B. Employee Spouse Meals**

Meal expenses for a University of Kentucky employee's spouse may be paid from University discretionary funds when the spouse is jointly involved with the employee in certain official University business activities. The Request for Payment requires Dean level of approval in all cases and original receipts are required as documentation. Listed below are functions and occasions when it may be appropriate to pay expenses for spouse meals.

1. Entertainment of official University guests.
2. Recruitment of potential University employees.
3. University fund-raising activities.

Employee spouse meal expense may also be paid for other occasions or functions where it is necessary to include employee spouses. Such activities must be fully explained and a written justification for including spouses must be included as part of the documentation.

**C. Student Meals**

Meal expenses for University of Kentucky students for certain functions or occasions may be paid from any University funds when the Request for Payment is properly documented and supported by original receipts and approved by the appropriate Dean. Listed below are the functions and occasions when it may be appropriate to pay meal expenses for students.

1. Resident Hall Programs
2. Student orientation/receptions
3. Department graduation/activities
4. Student travel
5. Grant-in-Aid, Scholarships, Refunds

**D. Continuing Education Programs (workshops, conferences, seminars and community related programs)**

It may be appropriate to pay certain expenses other than program support, materials and supplies for Continuing Education Programs, offered to the general public by the University of Kentucky. The program must be completely financially self-supported from participant fees, and the majority of the participants must be non-University personnel. Generally, these programs are budgeted and accounted for in a ledger three account, (3-XXXXX-XXXX). Under these conditions the following expenses may be paid from the program funds when properly documented and supported by original receipts. The appropriate Dean must approve the request for payment.

*Imprest Cash Authority*

1. Banquet
2. Participant meals
3. Refreshments
4. Entertainment
5. Flower Arrangements (non-personal)

**E. Faculty/Staff Retreats, Workshops, Planning and Administrative Training**

Activities organized to enhance employee performance and communication or operation of organization/unit. Expenses may include employee meals (meals require advance approval of the Provost/Exec VP), refreshment, travel, entertainment, flowers. Must obtain advance approval of Dean/CC President/Admin Officer for the event. The request for payment must be properly documented, including a complete and detailed description of the event, a listing of those in attendance, original receipts for all expenses, and approved by the appropriate chancellor/vice president or dean.

**F. Faculty/Staff Orientation and Receptions**

Activities organized and presented by College or Department. Expenses may include employee meals, refreshments, mileage (does not include overnight lodging), entertainment, flowers. May be paid from all University funds. The request for payment must be properly documented, including a complete and detailed description of the event, a listing of those in attendance and original receipts for all the expenses, and must be approved by the appropriate Provost, Executive Vice President for Finance and Administration, Executive Vice President for Research, or the Executive Vice President for Health Affairs.