

## **Policy Regarding the Use of University Funds for Purchases of Food, Gifts, Etc.**

*The following regulations apply for use of university funds in the purchase of food and other various and sundry items:*

1. Meals are limited to actual expenses up to a total of \$35 per day including tips (breakfast- \$7; lunch- \$10; dinner- \$18.00). There must be a documented business purpose (must meet the IRS ordinary and necessary criteria) and need for business to extend into a traditional meal time period. The cost of the meal must be reasonable (not extravagant) and an itemized receipt is required. Expenses for spouses or family members in attendance cannot be charged to university funds. Shorter University prohibits the use of university funds to purchase alcoholic beverages.
2. University funds may not be used by individual employees, departments, schools, colleges, divisions, etc. for items (food, gifts, cards, etc.) pertaining to birthday celebrations, bridal showers, baby showers, or other such events. Christmas gifts for Shorter employees (or for anyone else) may not be purchased with university money. Flowers (or other special gifts) in occasions such as illness or death of a family member should be purchased by personal donations not university funds. In the latter case, only the office of the President is authorized to purchase such items on behalf of the university.
3. University funds may not be used to provide meals for departmental or committee meetings, etc.; furthermore, university employees may not use such funds to pay for a meal simply because university matters may be a point of discussion at some juncture during the meal.
4. Those traveling on behalf of the university may not use university funds for snacks, coffee, soft drinks, etc. beyond traditional meal times.
5. The purchase (with university funds) of clothing for personal use (even if worn while at work) is prohibited. The only exception would be the purchase of clothing (shirt, cap, etc.) containing the university logo to be used for recruitment purposes or for identification (or promotion of the university) at special events.
6. Professors, staff, and coaches should not purchase meals locally for students or student groups at times when the university's cafeteria is open.
7. Candidates for an open university position traveling from out-of-town and who will be staying in Rome overnight may be taken to lunch or dinner by the search committee (consisting of no more than four members) at university expense. For other meals during the visit, the candidate may be accompanied by the committee chair (or his/her designee) and taken to a less expensive eating establishment (fast-food restaurant) or the university's cafeteria. All meals provided in such cases will be covered by university funds.
8. Food provided for students during class time on special occasions (end of semester celebration, etc.) should be purchased at the professor's expense unless funds for such an event have the prior approval of the department chair, dean, and divisional vice president. Food purchases for club or honor society induction ceremonies can come from departmental budgets with the aforementioned approval process.
9. Special guests (such as outside speakers for special events, denominational employees, etc.) may be taken to eat at university expense. The number of university personnel accompanying the guest should be kept to a minimum and proper approval should be obtained in order to have their meals charged to the university's budget.
10. Any exceptions to the rules and regulations above must have approval through the appropriate chain of command.