

**Maine Community College System
Financial Procedures Manual**

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SUBJECT: GENERAL ACCOUNTING

Effective: June 26, 2012

Section: 214 Payment of Meals and Other Food and Beverage Expenses

Payment of Meals and Other Food and Beverage Expenses

1. Purpose

MCCS recognizes that MCCS can benefit from providing customary and reasonable meals to employees, trustees and others when those meals help to advance the MCCS work schedule, business interests or mission. It is the purpose of this procedure to:

- A. Authorize only those meals that further MCCS business, further the MCCS mission, and otherwise comply with this procedure;
- B. Pay only for those meals that are necessary and reasonable; and
- C. Regulate meal payments through the standards of this procedure.

2. Policy

To further the purpose of this procedure, it is the policy of MCCS to require employees to:

- A. Exercise sound discretion and good business judgment in determining the desirability and necessity for meals;
- B. Be cost conscious and spend MCCS money as carefully and judiciously as the individual would spend his or her own money; and
- C. Report such expenses accurately and with the required supporting documentation.

MCCS reserves the right to disallow any meal advance or reimbursement request not in conformity with this procedure.

3. Definition

For purposes of this procedure, a “meal” is food or beverage service provided at the expense of MCCS for its employees, trustees or others, and therefore does not include:

- A. Student board meals, cafeteria or snack bar services for which students, employees, trustees and others pay individually for their food and beverages;

- B. The colleges' customary catering services paid for by third parties;
- C. Meals to the extent paid for by a source other than M CCS, such as a college or System foundation; and
- D. Travel meals as defined in *M CCS Financial Procedure 204* which are governed by that procedure.

4. Authorized Payments

M CCS only pays for meals, food and beverage service that further the M CCS business or mission; whose cost is reasonable; and that constitute either:

- A. A business meeting meal served as a part of a meeting of M CCS persons, such as employees, trustees, presidents, deans or faculty, and/or with non-M CCS persons, such as legislators, business and civic leaders and other legitimate business guest(s), provided M CCS business is primarily conducted;
- B. Meals, food and beverages provided by or for students as a customary and reasonable part of their recruitment visits, orientation sessions, student activities, or culinary arts or hospitality programs; and
- C. An employee or student recognition or appreciation event, provided such events are periodic and the cost is reasonable.

5. Gratuities

M CCS pays for reasonable and customary gratuities associated with authorized meals.

6. Alcohol

M CCS does not pay for alcohol.

7. Budgeting and Accounting

The System Office, Center for Career Development and each college shall for each upcoming fiscal year:

- A. Develop and maintain a separate budget for, and accounting of, all costs for meals covered by this procedure. Neither the System Office, Center for Career Development nor a college may exceed their meals budget once it is approved below by the M CCS Board of Trustees. Accordingly, such budgets shall account for meals related to the potential for late-year student recognition or accomplishments, such as honor society events or athletic team accomplishments. In the event of increased travel expenses that are caused by external events and are required to further the mission, such as but not limited to in-state coordination, grant requirements, student recognition, or athletic tournaments, the System

president may transfer up to __% of the original unit's budget from other sources to fund such legitimate needs; and

- B. Submit to the M CCS Board of Trustees such budgets for the Board's annual approval, and such accountings for the Board's periodic review.