



# UNIVERSITY *of* MARYLAND

## SCHOOL OF NURSING

### **Policy on Allowable Funding Sources for Purchase of Food and Meals**

**Responsible Administrator:** Associate Dean, Administration and Finance

**Sponsoring Unit:** Administrative Services

**Effective Date:** 7/1/2015

**Last Reviewed:** 1/18/2022

**Next Scheduled Review:** 10/2025

#### **POLICY STATEMENT**

It is the policy of the University of Maryland School of Nursing (UMSON) that state or University of Maryland, Baltimore (UMB) Foundation funds can be used for the purchase of food and meals only within the guidelines of the UMB policy (see Related Policies, etc. below) and to the extent that there are sufficient financial resources available.

Under the following conditions, some food and meals may be reimbursed using state, UMB Foundation, contract, or grant funding or a revenue-generating account:

1. Expenditures for food must be in accordance with state or UMB Foundation policy, be reasonable and necessary, and be part of a bona fide UMSON business function.
2. Expenditures must not be used for events considered to be primarily social in nature or be used for the purchase of alcohol.
3. Permission must be sought prior to any expenditure.
  - a. The dean or his/her designee must grant approval of any food or meal purchases that will require UMSON funding. Alcohol is permitted only in very limited circumstances and within reason and must be pre-approved by the dean with detailed justification.
  - b. Department administrators must approve any food or meal purchases to be paid through revenue-generating accounts.
  - c. Post-award administrators must grant approval of all food and meal purchases to be paid from contract or grant funding
    - i. if the purchase of food is in the budget
    - ii. and if it is a reasonable and necessary expense given the restricted purpose of the grant.
4. Purchase of food and meals may be appropriate in the following instances:
  - Interviews of an applicant for employment by official UMSON host(s)
  - Meals with prospective students and alumni
  - Meals for visiting scholars and faculty
  - Meals for distinguished guest speakers/lecturers

- Meetings with business leaders outside the University for the purpose of student interaction and/or future contributions to programs
  - Meetings with colleagues from other universities to discuss university research, instruction, administrative functions, etc.
  - Business meals where external consultants are participating in official UMSON business
  - Conferences, convocations, symposia, and other special events that are on behalf of or substantially involve non-UMSON personnel
  - Events where participant fees are collected to offset the food cost (e.g., a conference)
  - UMB-wide events coordinated through the Office of Communications and Public Affairs to promote or further UMB's mission
  - Student events and student-related functions (Note: postdoctoral fellows, residents, and trainees are not students.)
  - Food or meals for activities that are specified as allowable charges under a grant or contract
  - Donor cultivation events
  - Employee-only full- or half-day workshops, seminars, conferences, retreats, etc., where the event overlaps routine meal times
  - UMB-wide employee awards/appreciation events coordinated through the Department of Human Resource Services (within UMB University Operations)
  - Meals during unusual hours or at unusual places of work for groups performing University services
  - Meetings with affiliates for three or more hours where the offices of the attendees are more than 5 miles apart
  - Other instances that satisfy the criteria in the first paragraph above
5. Purchase of food and meals are not appropriate in the following circumstances:
- Personal meals among University employees
  - Routine meetings among University employees (e.g., faculty and staff meetings)
  - Meals during general discussion among employees
  - Costs associated with social functions or activities such as (but not limited to) birthday parties, holiday parties, retirement parties, Administrative Professional's Day events, etc.
  - Expenses for food that are subsequently reimbursed by the UMB Foundation or any affiliated entity
  - Purchase of alcoholic beverages (including related tax and tip)
  - Functions where one or more students are present but the primary purpose of the meeting is not student related
  - Other expenses not listed under allowable expenses

## **SCOPE**

This policy applies to all UMSON administrators, faculty, staff, and student groups.

## **RATIONALE**

This policy establishes the conditions under which UMSON may purchase food and meals and outlines the processes by which such arrangements are approved and implemented.

## **RELATED POLICIES, PROCEDURES, STATUTES, AND REGULATIONS**

### **School of Nursing Policies and Procedures**

- [University of Maryland School of Nursing Meal/Food Approval Form](#)<sup>1</sup>

### **USM, UMB, and Other External Policies, Statutes, and Regulations**

- [UMB Policy on Food and Business Meals Expense](#)<sup>2</sup>

## **CONTACTS**

Questions regarding this policy should be addressed to the associate dean for administration and finance.

## **PROCEDURE**

### **Pre-approval process**

A copy of the [UMSON Meal/Food Approval Form](#)<sup>3</sup> should be completed and submitted to the responsible party, relative to the source of funding sought, at least two weeks in advance of any expenditures.

### **Documentation required for approval and reimbursement**

- List of attendees, including complete names, when practical, and affiliation to the University; estimated attendance is acceptable for conferences, convocations, symposia, and other special events
- Explanation of the business purpose
- Date of the meeting or event
- A legible itemized receipt from the restaurant or vendor along with the credit card or paid receipt if a reimbursement
- The above documentation must be submitted within 60 days of the event to avoid being taxed on the reimbursement.
- The reimbursement request must be submitted within the fiscal year (July - June) of the expense. If the expense is incurred in June, submit the reimbursement prior to the second Friday of July.

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<sup>1</sup> <http://www.nursing.umaryland.edu/intranet/policies-procedures-guidelines--bylaws/meal-approval/index.asp>

<sup>2</sup> <https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/viii-9900a.php>

<sup>3</sup> <https://www.nursing.umaryland.edu/intranet/policies-procedures-guidelines--bylaws/meal-approval/index.asp>

**DATE AND SIGNATURE**

**Date:** January 18, 2022

A handwritten signature in black ink that reads "Jane Marie Kusel". The signature is written in a cursive style with a large, sweeping flourish at the end.

**Approved by the Dean:**