 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-OP-210
POLICY TITLE: Business Meals and Hospitality Policy	EFFECTIVE DATE: July 1, 2022
RESPONSIBLE DEPARTMENTS: Accounting and Purchasing	All Employees

(A) PURPOSE


To establish a policy through which the University will pay for reasonable and necessary expenses for Business Meals and Hospitality. As a public institution funded by state allocations and student tuition, Northeast Ohio Medical University (NEOMED) is held to a high level of accountability for its business practices. Numerous constituencies have an interest in how the University spends its funds. Accordingly, the University must ensure that funds are used judiciously and appropriately in support of its activities.

(B) SCOPE

This policy applies to all employees seeking reimbursement for, or departments seeking payment of such expenses. University-sponsored events approved by the President and open to campus-wide participation are outside the scope of this policy. In the absence of more restrictive grant provision or sponsored program guideline, this policy will apply.

(C) DEFINITIONS

- (1) “Business Meal” refers to a properly documented meal, food and non-alcoholic beverages, where the primary purpose is to conduct University business, promote, or advance the mission of the University with at least one non-employee participant whose presence is necessary for those business discussions. Spouses, dependents, and personal acquaintances are not normally considered necessary participants except where such persons are inseparably intermingled with official guests at Business Meals or events that qualify as Hospitality as defined in (C)(2).
- (2) “Hospitality” refers to a properly documented activity/event where the primary purpose is for reception and entertainment of visitors or guests of the University.
- (3) “University Business Functions,” for the purpose of this policy, refers to a scheduled event for employees only, which occurs no more than quarterly and lasts at least four (4) hours during regular working hours. University Business Functions include, but are not limited to, retreats, seminars, forums, cross-departmental or college meetings, or similar events for which there is a stated business purpose documented by written agenda, expected outcome, structured activity or the like.
- (4) “Hospitality Pass” refers to passes distributed for the purchase of food and beverages that are paid for using University funds.

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(D) REIMBURSEMENT AND PAYMENT FOR BUSINESS MEALS AND HOSPITALITY EXPENSES

- (1) Expenses for Business Meal, Hospitality, and University Functions are eligible for University payment or reimbursement if they are reasonable and are properly documented in accordance with requirements established by the Internal Revenue Service. The following is required for payment or reimbursement of such expenses:
 - (a) Original, itemized receipt;
 - (b) Time, date, place of meal;
 - (c) Business purpose; and
 - (d) List of attendees.

- (2) Request for reimbursement should be made utilizing a NEOMED Expense Reimbursement Form including any supporting documentation and requisite signatures. The form must be submitted to the Accounting Department within sixty (60) days of incurring the expense.
 - (a) Business Meal and Hospitality expenses that lack an itemized receipt and the required documentation will not be paid or reimbursed.
 - (b) Tips in excess of twenty percent (20%) added to any Business Meal or Hospitality expense will not be reimbursed.
 - (c) All expenses incurred during May and June must be submitted no later than mid-July for reimbursement. An exact date will be provided by the Accounting office in June.

- (3) It is permissible to use University funds for water coolers in a department for students, faculty, staff and visitor use.

- (4) University funds are not permitted on food and/or refreshments for the following activities/scenarios:
 - (a) Departmental gatherings or meetings on a recurring basis (i.e. daily, weekly, monthly, etc.).

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- (b) Events that are of a personal nature (e.g. birthdays, wedding or baby showers, holiday parties, graduations, employee service or other recognition awards, or celebrations including recognition of service when an employee departs the University by resignation or retirement regardless of length of service, etc. unless sponsored by Human Resources as a sanctioned University wide recognition.)
 - (c) Food or beverage provided in the workplace for employees except as specifically allowed under this policy.
 - (d) Purchase of alcoholic beverages.
- (5) Use of University Hospitality Passes must comply with this policy.
- (a) Hospitality passes may be issued to:
 - i. Non-employees who are visiting campus as a speaker or guest.
 - ii. Students who are required to attend a meeting during the lunch time.
 - iii. Visitors who are on campus for a purpose that meets the definition of a Business Meal.
 - (b) Hospitality Passes may not be provided to employees who are required to attend a meeting during the lunch time unless the meeting is a University Business Function under this policy, nor can they be issued as an award, thank you, or form of recognition to an employee.