

RUTGERS SCHOOL OF ARTS & SCIENCES (SAS) STANDARD BUSINESS PRACTICE

Practice Name	SAS Practice for Meal and Alcohol Purchases
Responsible Executive	SAS Executive Dean
Approval Authority	Director of Administration, Director of Finance, and/or Vice Dean for Administration
Responsible Office	SAS Office of Administration

1. University Policy Governing the Practice

The policy outlines the SAS-specific practice for local business meals and the rationale for the guidelines. This practice further elaborates upon University [40.4.1](#) on “Travel, Travel Incidentals, and Meal Expense Policy.”

2. Reason for the Business Practice

The reason for this practice is to standardize the reimbursement practice for meal purchases to ensure that our primary goals are reflected in our budget priorities.

3. Who Should Read this Practice

- SAS Deans
- SAS Department Chairpersons
- SAS Faculty
- SAS Business staff

4. Practice

- Dinners

The following are deemed reasonable and will be reimbursed. The expenses listed on expense reimbursement requests need the normally required information and backup documentation, but no additional justification will be required:

- Cost of a dinner (including food, alcohol, taxes and tip) for an RU faculty member while entertaining a guest: \$60.00. Anything over that is the faculty member’s responsibility;
- Cost of a dinner for a guest (food, alcohol, taxes and tip): \$70. Anything over that is split among the RU faculty members in a manner they agree to;
- Cost of a bottle of wine: \$45. Anything over that is paid by the RU faculty members in a manner they agree to.
- The limits above apply to all sources of funding; however, alcohol cannot be charged to some funding sources. Anything above the limits in this practice require a clearly stated and well justified reason that articulates

why an exception is necessary. For example, the costs mentioned above could be exceeded for the guest if he/she is a prospective senior faculty member. Even when that exception is approved, it will be difficult to justify a higher cost for a faculty member.

- The reasons for exceeding the limits mentioned above should be such that they would convince a well-informed, fair-minded, NJ taxpayer who cares both about the quality of Rutgers and his/her own financial situation.

- Meals other than Dinners

The deemed reasonable expenses for meals other than dinner are:

- Lunch with guests: total cost is \$40 for each guest and faculty/staff member;
- Breakfast with guests: \$30 each guest and faculty/staff member.

There might be exceptional circumstances that would justify a higher cost for guests, but those will need a clearly stated and convincing reason. Also, there might be a justification available for a higher cost for a faculty/staff member but exceeding the limits should be a very rare occurrence.

- Working Meals for RU Personnel Without Guests

Occasionally, a working meal with only RU faculty/staff and/or students is appropriate and the expense may be reimbursed. For example, if faculty, staff or graduate students are asked to attend a meeting during lunchtime (i.e. between or overlapping the hours of 12 noon to 1:00 p.m.). Light snacks (i.e. coffee and cookies) associated with a long committee or department meeting are deemed reasonable.

5. Procedure

Reasonable exceptions to the limits set forth above will be evaluated on a case by case basis at the discretion of the Office of Finance & Budget Planning in consultation with the Area Dean. Faculty and staff seeking exception to the limits set within this practice must provide a clearly stated justification as to why an exception should be considered.

6. Document Version History and Change Log

<i>Date</i>	<i>Version</i>	<i>Section Changed</i>	<i>Author(s)</i>
06/04/19	1.0	First draft	Vosseler, T.
06/17/19	1.1	Revised 2, 4	DiPaolo, J.
06/21/19	1.2	Revised 2, 4 and 6	Rooney, J.
12/03/19	1.3	Revised 4 and approved by Senior Staff	Rooney, J.
12/05/19		N/A – Approved by Executive Committee	Rooney, J.