



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

ADMINISTRATIVE POLICY

Meals as a part of business meetings

Policy Type:
Finance

Policy Owner(s):
Finance Manager

Policy contacts:
Andrea Johnson
ajohnson@umn.edu

Revised:
Reviewed:
Effective Date: 4/18/16

POLICY STATEMENT

An employee may request reimbursement for food items provided as a part of a business meeting on an employee reimbursement form or by using a purchasing card when such meetings meet both of the following criteria:

- The meeting is held for a special circumstance outlined by an agenda.
- All attendees have a specific purpose for attending the meeting

Requirements for reimbursement

Reimbursement requests must include:

1. Date of the meeting
2. Meeting Location
3. A meeting agenda
4. List of attendees
5. Purpose of the meeting

Failure to provide all 5 reimbursement data points will result in denial of reimbursement. University funds cannot be used to provide lunches for meetings among colleagues who get together frequently.

Use of University funds for holiday parties, celebrations, baby showers, or birthdays is not allowable.

Employee appreciation events may be allowable with prior approval from the MCC Finance Office.