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:

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

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.