

## **Food and Beverage Policy – Norman**

1. To serve the public purpose of the University, the following circumstances are allowed for providing food and beverages:
  - i. **Recruiting Meals.** Meals for prospective faculty, staff or students, and the spouses of any of the foregoing, and for University hosts when the meals are a necessary, customary or expected part of a recruiting process.
  - ii. **Business Meals.** Meals for business associates, vendors or customers of the University and University hosts when such meals are in the interests of the University.
  - iii. **Working Meals.** Meals and light refreshments consumed during work when the meals enhance or extend the quantity or quality of the work, facilitate a business meeting, or employee development activity when the meals are necessitated by workload or scheduling conflicts.
  - iv. **Student Meals.** Meals and light refreshments for students representing the University or participating in official student activities.
  - v. **Retirement Functions.** Meals and light refreshments for functions honoring departing faculty or staff.
  - vi. **Recognition/Appreciation Functions.** Light refreshments and meals for functions honoring faculty, staff or student recipients of awards or milestones or other appreciation.
  - vii. **Courtesy Refreshments.** Light refreshments for visitors of the University.
  - viii. **Patients and Research Subjects.** Necessary nourishment provided to patients, participants, and their caregivers.
2. Expenses incurred for amounts to include tips, tax and service charges are not to exceed the following amounts:
  - i. Light refreshments: \$25 average per attendee
  - ii. Breakfast: \$25 per person
  - iii. Lunch: \$40 per person
  - iv. Evening Meal: \$80 per person
3. To document compliance with this policy, all payments must contain the stated purpose, number of attendees, and if 10 or less attendees, the full names of those attendees.
4. Any exceptions to this policy must be approved by a University Executive Officer.