



Policy

UNIVERSITY POLICY SA-13.02-08/11

DATE:

TO: University of West Florida Community

FROM: Judith A. Bense, President

SUBJECT: Expending Student Fees/Revenue on Non-Travel Meals

AUTHORITY: Section 1009.24, Florida Statutes; Board of Governors Regulation 1.001S.

Policy/Purpose: Sets Forth Guidelines for Expenditure of Funds for Meals from Activity and Service Fee, Athletic Fee, Health Fee, and Housing Concession Funds

Activity and Service Fee, Athletic Fee, Health Fee, and Housing Concession funds may be expended for meals for persons not in travel status according to the following guidelines:

1. The meal should be an integral part of the student program and should benefit the university and its students. Acceptable examples include leadership banquets, graduation banquets, leadership development retreats, and hosting of official groups.
2. Established purchasing regulations and guidelines must be followed. Tax exemption should be claimed whenever possible. The purchase of alcoholic beverages is not an allowable expenditure. Gratuities should not exceed 20 percent.
3. Meal costs should, in general, not exceed the established campus catering price schedule without proper justification.

Approved By:

Dr. Judith A. Bense, President

Date: 8/24/11