

IS&T Food and Beverage Policy  
(Replaces same-titled policy issued in February 2010)

Effective November 1, 2017

This food and beverage policy applies to anyone who incurs food and beverage related expenses paid by IS&T through direct charges or reimbursement.

Written approval by an IS&T Director or a member of IS&T's senior leadership team is required in advance of ordering/purchasing food and beverages for a meeting or event that is held either on-campus or off-campus.

Food and beverage may be approved for meetings when:

- Meeting spans more than two hours over lunch hour
- Food is needed to draw a specific audience (for example: Meetings with a focus on students; targeted community forums)

Internal frequently recurring (monthly, weekly, etc.) IS&T meetings should typically be scheduled before or after lunch, rather than over the lunch hour.

No beverage or dessert item may be included when meeting is held in W91 or W92.

Exceptions to the above policy must be approved by a member of IS&T's senior leadership team.

Please see the Expense Reimbursement Policy regarding the necessary documentation that will need to be submitted to the Finance Team.

Last updated: 10/13/2017