

IS&T Food and Beverage Policy

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Effective April 1, 2010

Food and Beverage

- Approval of an IS&T Director or the Head of IS&T is required in advance of ordering/purchasing food and beverages for a meeting or event that is held either on-campus or off-campus.
- No Food and Beverage will be provided at meetings with the exception of:
 - Long meetings that span lunch time (2 hours or greater)
 - Meetings where food is needed to draw a specific audience (for example: Meetings with a focus on students; targeted community forums)

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

Last updated: 2/1/10

Updated by: David Segaloff and Allen Wallace