



Policies and Procedures Manual

Title: Financial - Food Reimbursement Policy
Policy Administrator: Controller
Effective Date: Feb-01-2010
Approved by: Vice President for Administration and Finance

Purpose:

This document is intended to clarify the process of eligibility for reimbursement for food and refreshment expenses.

Policy:

1.0 Food Reimbursements

All food or refreshments required for a College event should be provided by Holy Cross Dining Services. Refer to [Dining Services - Food Ordering Policy](#). In the event that Dining Services is not able to handle the request, food or refreshments may be purchased and reimbursed up to a limit of \$250.00 per event.

1.1 Approval Over \$250.00

Vice Presidential approval will be required for reimbursement requests over \$250.00.

2.0 Obtaining Reimbursements

To obtain reimbursement, a check request form and original receipts must be submitted to the Accounts Payable Office. The check request form should include a list of all participants and a description of the purpose of the event.

3.0 Alcohol Service

It is against College policy for alcohol to be served on campus unless this service is provided by Holy Cross Dining Services. Refer to the [Dining Services - Alcohol Policy](#).

4.0 Entertainment in Homes

Faculty and staff may be reimbursed for expenses incurred as a result of entertainment of students and/or colleagues in their homes. Permission of the appropriate Vice

President is required. To obtain reimbursement, a check request form must be submitted to the Accounts Payable Office (same as 2.0). Under no circumstances will reimbursement be made for the purchase of alcoholic beverages.

5.0 Entertainment Outside the College

Departments are allowed to entertain guests and perspective candidates outside the College. **(Insert: Prior approval of appropriate Vice President or Chair is required.)** The Employee Travel and Entertainment Policy explains the reimbursement process for such expenditures.

Forms:

Title: Check Request Form
Title

Related Information:

Title: Food Ordering Policy
Title: Alcohol Policy
Title: Travel and Expense Policy

Policy # 340010-002
Date of Last Review Feb-01-2010