



Title: Meal and Alcohol Procedures

Brief Description: This procedure outlines the expense and process guidelines for faculty and staff taking guests of the College of Architecture and Planning for meals.

Written/Reviewed by: Stephanie Kelly, Assistant Dean of Finance and Administration

Last Updated: February 2023

I. Meals

Faculty and Staff may host guests to the College of Architecture and Planning for a meal during their visit. Guests may include recruitment candidates, guest lecturers, final reviewers, etc. To comply with university procurement policy and college budget parameters, the following are the established CAP limits for food and alcohol:

- Meals should be limited to one faculty or staff host and one faculty or staff “co-host” and the guest(s). Additional employees may join but are responsible for covering the cost of their meal.
- The recommended cost per person (food and drink combined) is \$60 per person. The maximum allowed (food and drink combined) is \$85 per person.
- All purchases made on a CU procurement card must be tax-exempt.
- Purchases made on a personal card (for reimbursement) cannot be tax-exempt.
- Maximum gratuity is 20%. Please be sure to check as many establishments automatically add gratuity.
- If you do not have a procurement card, you may use personal funds and seek reimbursement using the [CAP Reimbursement Form](#)

*Please note- expenses for reimbursement or on CU procurement cards that are over 90 days old will be taxable to the responsible employee.

II. Alcohol

- Alcohol cannot be purchased during business hours (M-F from 8 a.m.-5p.m.).
- Absolutely **no** alcohol if students are present (regardless of location) unless it is part of an official function that is pre-approved by compliance and risk management. Approval takes 6-8 weeks.
- Limit alcohol to one drink per person.
- Limit alcohol costs to \$20 per drink, or one bottle of wine for 4 people, up to \$80.
- Please be sure to check with the Assistant Dean for Finance & Administration for the appropriate alcohol speedtype and budget prior to any purchases.

II. References and Related Policies:

- [Procurement Code of Ethics](#)
- [Financial Procedural Statement: Sensitive Expenses](#)- Alcoholic Beverages Expenses