| | |
|---|---|
| **Title** | Business Meals Procedures |
| **Policy Owner** | Vice President for Finance and Chief Financial Officer |
| **Applies to** | University Workforce Members, University Students, and External Guests |
| **Campus Applicability** | All UConn Campuses, except UConn Health |
| **Approval Date** | October 5, 2026 |
| **Effective Date** | October 26, 2026 |
| **For More Information Contact** | Associate Vice President for Financial Operations and Controller |
| **Contact Information** | travel@uconn.edu |
| **Official Website** | https://travel.uconn.edu/ |

These procedures support the University's Business Meals Policy and should be read in conjunction with that policy for all applicable rules and requirements.

**Pre-Approval Documentation Requirements**

For Business Meals that require pre-approval under the Business Meals Policy, including:

- Business Meals involving only University Workforce Members; or
- Business Meals where the estimated Business Meal cost per person exceeds two (2) times the applicable GSA meal amount

Departments must obtain pre-approval from the appropriate Dean, Vice Provost, Provost, Vice President, or President, as required by the Business Meals Policy, before the Business Meal occurs. The approved document must be attached to the payment or reimbursement request.

Departments may use the University-wide Business Meals Pre-Approval Form or an alternative departmental approval form or workflow. Alternative forms are acceptable provided the final approved PDF contains the information necessary for the approver to evaluate the request and includes evidence of the required approval.

The approved documentation must include, at a minimum:

1. Event or Business Meal name
2. Date and location of the Business Meal
3. Business purpose and benefit to the University
4. Description of attendees, including:
    - University Workforce Members
    - Students (if applicable)
    - External Guests (if applicable)
5. Estimated number of attendees
6. Estimated Business Meal cost
7. Estimated Business Meal cost per person

8. Identification of the approval reason, if applicable:
    - Employee-only Business Meal
    - Cost exceeding 2X GSA
9. Required approver's approval (Dean, Vice Provost, Provost, Vice President, or President, as applicable)

**Documentation Requirements**

When submitting the transaction through University systems, all Business Meal expenses must be supported by:

- An itemized receipt, invoice, etc. that clearly outlines all food and beverage items purchased. A credit card receipt alone is not sufficient.
- The business purpose of the Business Meal. For large events, acceptable supporting documentation may include:
    - Event agenda or program
    - Registration materials
    - Invitations or promotional flyers
    - Departmental communication approving the event
- Date, time, and location of the Business Meal. This may be on the receipt, invoice, etc.
- Attendees
    - Events with an identified guest list - For Business Meals or events where attendees are known or invited in advance, departments will need to provide a list of **attendees, company** and their relationship to the University.
    - Events open to the public – For events that are open to the public where collecting a complete list of individual attendees is impractical (e.g., public forums, conferences, or symposiums), the following documentation is acceptable in lieu of individual names:
        - General Description of Attendee Groups - Provide a summary identifying the type or category of attendees, such as:
            - Industry professionals
            - Community members
            - Alumni
            - Government officials
            - Prospective students
            - Faculty and staff
        - Planned Attendance - Include the approximate number of attendees and a breakdown by category, if possible (e.g., "Approximately 80% external attendees, 20% University staff")

**Workforce Member vs. Eternal Guest and University Students**

Business gatherings should reflect appropriate representation from the university. A reasonable ratio between Workforce Members and External Guests or University Students is expected to ensure participation remains appropriate and aligned with the event's purpose. As a general guideline:

- For Business Meals with External Guests, the recommended ratio should not exceed three (3) Workforce Members per one (1) External Guest.
- For Business Meals involving University Students, the recommended ratio should generally not exceed one (1) Workforce Member per three (3) University Students.

If the recommended ratios are exceeded, employees are encouraged to consult with their department approver, business office, or supervisor to ensure the expense is appropriate and consistent with departmental expectations.

**Procurement requirements**

Events for less than $25,000

The requesting department obtains one quote from the vendor and payment can be made as follows:

- If the vendor will take a PO a requisition should be submitted in HuskyBuy attaching the quote and all pertinent information to the requisition.
- If the travel card will be used for payment and the vendor is requiring a signed agreement/contract, a Hotel and Event Services form will need to be submitted in HuskyBuy. This form was developed to prompt the submitter to provide all the pertinent information that is needed for Procurement and Contracting to execute the agreement/document that is required by the venue/supplier. No payments can be made until the contract/agreement has been fully executed by Procurement.

Events from $25,000 - $99,999

The requesting department obtains quotes from 3 venues.

- If the vendor will take a PO a requisition should be submitted in HuskyBuy attaching the quote and all pertinent information to the requisition.
- If the travel card will be used for payment, and the vendor is requiring a signed agreement/contract, a Hotel and Event Services form will need to be submitted in HuskyBuy. This form was developed to prompt the submitter to provide all the pertinent information that is needed for Procurement and Contracting to execute the agreement/document that is required by the venue/supplier. No payment can be made until the contract/agreement has been fully executed by Procurement.

Events over $99,999

The requesting department should, depending on payment method, submit a Hotel and Event Services form or requisition in HuskyBuy

- Senior Procurement management will review and will advise department on next steps

**Exemption of Connecticut Sales Tax**

Departments may be asked by the vendor to provide a Cert 112 or Cert 123 prior to the event in order to provide an exempt status for Connecticut Sales Tax. A Cert 112 provides exemption for a single event whereas a Cert 123 provides a blanket exemption for a year. If this is not filed prior to the event, the department is obligated to pay the Connecticut sales tax. Contact Procurement Services to inquire about particular vendors.