



Ohio Administrative Code

Rule 3358:5-11-17 Food, beverage and other amenities purchase policy.

Effective: [November 15, 2022](#)

(A) The college may pay or reimburse properly documented expenses for food, beverages and other amenities (including flowers, token retirement gifts, meritorious service awards, etc.). The expenditures must be for a proper public purpose. Allowable expenses include:

(1) Food, beverages and other amenities at business meetings. Expenses may be incurred only for those individuals whose presence is necessary to the business discussion. Department/division meetings shall not be considered business meetings for the purposes of this policy.

(2) Food and beverages purchased for staff that are required to work through lunch/dinner and cannot leave their desk (i.e., a "working" breakfast, lunch or dinner with a proper public purpose). Providing food or beverages on a daily or similar ongoing basis shall not be considered to be an appropriate use of college funds.

(3) Food, beverages and other amenities at internal college functions including seminars, retreats, workshops, orientations, retirements and other official college functions. Food and beverage expenses to support a staff/departmental party (i.e., resignation, holiday gatherings, new hire, baby or wedding showers or other social events) are not allowable.

(B) Expenses must be reasonable, documented by itemized original receipts and pre-approved by the supervisor and executive council member. In addition to an itemized original receipt, substantiation of these business expenses requires documentation of the time, date, place, business purpose and names of attendees. The college shall not pay or reimburse expenses that lack documentation or a proper public purpose.

(C) Employees shall complete a check request in order to be reimbursed. The colleges corporate credit card may be used for these types of expenses.

(D) Expenses for alcoholic beverages are not reimbursable.