

## **Clarification and Guidance on Alcohol Use and Reimbursement Policies and Procedures**

It has come to the attention of the Dean's Office that the policies and procedures associated with the provision of alcohol at university events and the processing of reimbursements for expenses where alcohol is provided or made available may not be fully understood. This memo aims to clarify certain University and Arts & Sciences policies and procedures. This guidance is not intended to cover the policies and procedures in their entirety. Please review all policies and procedures thoroughly and seek clarification from the Dean's Office or the appropriate University office if you have questions or concerns.

### **University of Virginia Alcohol and Drug Policy (STU-001)**

- Any event **on University property** involving alcohol must receive written authorization via the "Approval Request for Alcoholic Beverages at Approved University Functions" form submitted to the Vice President for Student Affairs a **minimum of one week** in advance of the event. This authorization *is required regardless of whether students will attend the event.*
- University property is defined as lands or buildings that the University owns or leases, which is under the direct control of the Board of Visitors, including premises the University uses for activities of its offices, departments, personnel or students.
- A student is defined as an undergraduate **or** a graduate student.
- Any **university-sponsored off-grounds** event, where alcohol will be available and **where students are involved**, must receive written authorization via the "Approval Request for Alcoholic Beverages at Approved University Functions" form submitted to the Vice President for Student Affairs a **minimum of one week** in advance of the event.
- This prior approval from the VP for Student Affairs must be obtained if the event with alcohol is being conducted:
  - in a public area on University property
    - A public area on University property is any area except private residences
  - by a department/office
  - by University personnel acting in their capacity as an employee of the University on University property
  - by University personnel acting in their capacity as an employee of the University off-grounds, which includes employee homes, where students may be involved.
- The VP for Student Affairs is willing to authorize a group of related events taking place over a limited period of time on a single "Approval Request for Alcoholic Beverages at Approved University Functions" form. Examples of related events which may be bundled on a single "Approval Request for Alcoholic Beverages at Approved University Functions" form include a series of restaurant meals (to be itemized on the form) entertaining job candidates for a particular vacant faculty position. Another example is a specific lecture series which may present 3-4 events over the course of a semester where a reception follows each speaking event. In no case should the time frame of the bundled events span more than a semester.
- Alcohol must not be served if underage University of Virginia students will be in attendance.

- If alcohol is being served, non-alcoholic beverages and food items must be present.
- If an event with alcohol is being held off-grounds and no students will be in attendance, approval from the VP for Student Affairs is **not required**. Dean's Office approval for the purchase of alcohol is still required.

## **University of Virginia Procurement Services Policies and Procedures for Reimbursement of Business Meals and Social Events**

### Business Meals

- For business meals to be reimbursed they must be approved by the department, have a substantive and bona fide business purpose deemed essential to the University's mission, include more than one person, be documented with itemized original receipts, purpose or reason, number of participants, names and affiliations of participants, and other required information specific to the type of meal, adhere to expenditure limits and source of funds restrictions and have approving signatures on the Business Meal Certification form.
- Alcohol for business meal consumption will not be paid from state funds.
- Alcohol for business meal consumption may be purchased on local funds only with appropriate Supervisor's approval. The Business Meal Certification form can be used for this.
- Alcohol consumed with a meal, where the cost of the alcohol exceeds the cost of the food, requires the approval of Dean or Vice President. This requires an itemized receipt showing the detail of the food and drink items purchased.
- Spouses of business meal participants that have a legitimate business purpose may attend a business meal, but their portion of the expense will NOT be paid from state funds. With written approval of the Dean or Vice President local funds may also be used to pay for meal expenses of spouses of business meal participants.
- Meal expenses for staff meetings will NOT be paid from state funds, unless employees were required to work through their meal periods. Meal expenses for staff meetings can be paid on local funds only.
- If paid on local funds, current daily meal limit of \$75 per person requires Supervisor approval; between \$75 - \$110 per person requires written justification and Supervisor approval; exceeds \$110 per person requires written justification and Supervisor's Supervisor approval. If paid on state funds, current dinner limit for Charlottesville/Albemarle is \$29 per person. If meal is outside this area please refer to Procurement Services Domestic Rate Guide. These dollar limits include taxes and tips.

### Social Event Meals

- Social event meals **may** only be paid from local funds and only up to the specific dollar limits per person per meal.
- These events are social in nature but support the University's mission.
- They must have departmental approval, include more than one person, be properly documented with itemized original receipts, approvals, and other required information, adhere to the meal expenditure limits and other restrictions, have the required approving signatures prior to purchase.

- The University will NOT pay for social event meals in recognition or honor of particular individuals (e.g. wedding or baby showers).
- All social event meals require the approval of your Supervisor's Supervisor on an appropriate approval document PRIOR to incurring expenses for the meal.
- If combined meal cost for all participants exceeds \$400, approval of Dean or Vice President is required.
- Alcohol, both purchased with and consumed with meals, where the cost of the alcohol does not exceed the cost of the food requires no additional approvals. However, if the cost of alcohol exceeds the cost of the meal, written approval of the Dean or Vice President is required. This requires an itemized receipt showing the detail of the food and drink items purchased.
- All other purchases of alcohol for social event meal consumption require the signature of Dean or Vice President.

### **College and Graduate School of Arts & Sciences Policy on Alcohol Reimbursement**

- At all official dinners, regardless of fund source, the maximum **reimbursement** for alcohol from university funds will be \$15.00 per person, when averaged over all attendees. Reimbursement will not be made without an itemized receipt showing the detail of the food and drink items purchased.
- No alcohol costs at lunches will be reimbursed.

### **Student Affairs Form and Designee**

"Approval Request for Alcoholic Beverages at Approved University Functions"

[http://www.virginia.edu/vpsa/alcohol\\_request\\_intro.php](http://www.virginia.edu/vpsa/alcohol_request_intro.php)

Vice President Contact:

Jessica Strang

Web Communications Coordinator

Box 400303

[ils4nc@virginia.edu](mailto:ils4nc@virginia.edu)

Ph.: 434-924-0901

Fax: 434-924-1002