UWRF Meetings Meals Allowability Decision Tree

Is the meal expense necessary, reasonable, and actual?

Yes

UWRF funds cannot be used to make this purchase.

No

Could this business be conducted in a way that the meal could have been avoided?

Yes

Are attendees charged a fee that covers the costs of the meal?

No

No (If answer to both is “NO”)

Yes

Are the majority of the attendees UW/State employees? (This includes student employees).

Yes

1. Are there NO facilities available at which attendees could obtain and eat a meal(e.g. the student center)?
2. Was business conducted, or a mealtime speaker presenting during the meal?

No

Yes

Meal expenditures are allowable up to the UWSA meal maximums per individual.

Documentation:

The following documentation must be supplied to Accounting Services if you provided meals or refreshments at a meeting using a UWRF source of funds:

1. Identification of which of the criteria justify the use of state funds for food at meeting.
2. Documentation of business purpose of the meeting
3. List of attendees, indicating whether they are UW Employees.
4. Original invoices/receipts showing items purchased and amount to be paid.

Please address questions to accountingservices@uwrf.edu or call campus extension x.3263.

Policy References:

UWSA Meetings and Conferences Policies, Appendix A:
http://www.uwsa.edu/fadmin/meetguid/appa.htm

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UWRF Meetings Refreshments Allowability Decision Tree

1. Is the refreshment expense necessary, reasonable, and actual?
2. Is the meeting longer than 4 hours in duration?

No

UWRF funds cannot be used to make this purchase.

Yes

1. Are facilities available at which attendees could obtain normal break items (e.g., the student center)?
2. Are attendees given a break during the meeting?
3. Are the majority of the attendees UW Employees?

Note: If the answer to all three questions is "Yes", then no UWRF Funds can be used to pay for refreshments.

No

Refreshment expenditures are allowable up to $5 maximum per individual.

Note: If a continental breakfast is offered, no morning break food expense is allowed.

Yes

Documentation:

The following documentation must be supplied to Accounting Services if you provided meals or refreshments at a meeting using a UWRF source of funds:

1. Identification of which of the criteria justify the use of state funds for food at meeting.
2. Documentation of business purpose of the meeting
3. List of attendees, indicating whether they are UW Employees.
4. Original invoices/receipts showing items purchased and amount to be paid.

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