

Controller Group Meeting Minutes - September 16, 2020
Procedure Clarification for Routine Meals - Kevin Walker (Director of Regulatory Accounting and Reporting)

As a reminder, these principles should be used in determining appropriateness of meals provided to university employees during the workday:

- Gift cards, including University Gift Cards and the purchase of vendor specific gift cards or vouchers, should not be used as an alternative to providing business meals.
- Meetings with meals over the meal periods are understood to **occasionally** be necessary to conduct business.
- Routine meetings should be planned to **avoid** the need to go over the meal periods wherever possible.
- When meals are needed to support a meeting's purpose, Dining Services or PCards may be used to order necessary meals.
- Meals for employees' working-from-home participating in routine meetings are less necessary and meal delivery should be avoided.

Student club meals are not part of this discussion or guidelines and further guidance about proper ways to facilitate meal purchases for club meetings is expected to be forthcoming.

Several excellent questions were asked during the meeting, some describing specific situations. The answers shared and included here provide additional points to determine alignment with the intent of the [Meals and Hosting Policy](#) and it's [Implementing Procedures](#).

- Meals provided during the workday should have a business purpose. Another way to think of this is: was providing the meal essential to the conduct of University/College/Departmental business (e.g. the business could not have reasonably been done without providing the meal)?
- Frequency of providing meals for the same meeting should be a consideration.
- Various units will have different operational needs. Comparing behavior between units may not lead to the most prudent determination.
- Funds used for business meals, including "routine meals", are sacred funds generously provided by our sponsoring institution. In this difficult, tightened economic period, perhaps even more care should be given to these expenditures.

- The current Policy and Procedures are intended to leave some flexibility for various unit circumstances. Attempting to define every eventuality in the Policy or Procedures is likely to be counterproductive. Wise, conservative, and careful use of university funds should be guiding principles.

If you have any questions, please feel free to contact Kevin Walker at kevin@byu.edu or 801-404-1234