



FOOD POLICY

Departments are encouraged to utilize preferred catering providers (see link below). These providers offer direct invoicing and support our tax exempt status.

Food purchases must not exceed available departmental or grant budget.

Reimbursement shall include food and non-alcoholic beverage expenses deemed appropriate under the circumstances. Alcoholic beverage reimbursement is prohibited unless approved by the President or CFO/COO or designee.

All estimated food purchases over \$250 must have prior written approval from the area Assistant VP or VP.

REQUIRED DOCUMENTATION FOR ALL FOOD PURCHASES:

- Travel or employee reimbursement form (if applicable)
- A receipt/invoice itemizing the meals and refreshments (non-alcoholic). A summary credit card receipt with only a total must list additional detail regarding attendees
- A list of attendees
- A brief description of the business purpose
- VP approval (purchases > \$250) must be included as supporting documentation when submitting an invoice or reimbursement for payment processing. P-card food purchases must upload the VP approval to US Bank when reallocating their transactions.

If a NECC employee neglects to follow this policy, that individual may be responsible for the charges.

PREFERRED CATERING PROVIDERS:

<https://facstaff.necc.mass.edu/departments-and-organizations/facilities-events/conference-event-reservations/catering-services/>

BUSINESS OR GROUP MEALS (NOT ON CAMPUS):

- Business/group meals will be reimbursed at actual cost (not per diem rate).
- An employee included in the group may not submit a meal reimbursement request for the same event.