Georgia State University
Summary of BOR Policy covering Group Meals for Employees

The university may serve food to groups of employees, including both student and non-student employees, who attend staff meetings or training sessions that comply with BOR Business Procedures Manual (BPM) Section 19.7.1, Employee Group Meals within an Institution. In order to comply, the events in question would have to meet the following criteria:

- The events would have to be meetings or training sessions rather than events held solely for award, recognition, or other purposes.

- The meetings or training sessions would have to last at least four hours. Food purchased with institutional funds may not be served at events that are less than four hours duration.

- Meals rather than snacks must be served.

- Pre-approval for the meal must be obtained from the president or designee. An approval form should be developed for this purpose, which should include the purpose of the meeting, a formal written agenda including session times, a list of attendees with their associated departments, and the expected cost of the meal per person.

- Food may not be served at the beginning or end of the event. Although the length of time that a meeting must be in session before and after a meal is served is not specified by BOR policy, we suggest a period of at least an hour before and after each meal, provided there is business justification for doing so.

- The cost of the food must comply with per diem limits per BOR BPM Section 4.3, Per Diem Allowance for Meals (Breakfast $7, Lunch $9, Dinner $20). However, note that the meal limits apply to food and drink costs only and do not apply to set-up and delivery charges.

- The cost of food provided at an employee group event may be paid in advance via a Payment Request form – an invoice, if available, or a catering confirmation must be attached.

- GSU does not allow the purchase of employee food with a P-Card.