UNIVERSITY POLICY SA-13.01-06/01

DATE: June 21, 2001

TO: University of West Florida Community

FROM: Morris L. Marx, President

SUBJECT: Expenditure of Activity and Service, Athletic, and Housing Concessions Funds for Meals

AUTHORITY: 240.235 F.S.

Policy/Purpose: Establishes Guidelines for Expenditure of Funds for Meals

Activity and Service, Athletic, and Housing Concession funds may be expended for meals for persons not in travel status according to the following guidelines:

1. The meal should be an integral part of the student program and should benefit the university and its students. Acceptable examples include leadership banquets, graduation banquets, leadership development retreats, and hosting of official groups such as the Florida Student Association, legislative members, athletic tournament officials and participants, etc.

2. Established purchasing regulations and guidelines must be followed. Tax and the purchase of alcoholic beverages are not allowable expenditures. Gratuities should not exceed 20 percent.

3. Meal allowances (excluding gratuities) may not exceed the following limits per person:

   Breakfast $ 6.00
   Brunch $10.00
   Lunch $12.00
   Dinner $18.00

4. Adjustment to the meal allowances shall be made as part of the annual budget approval process each year.

APPROVED: Dr. Morris L. Marx, President

DATE: July 5, 2001