

LCC Meals and Refreshments For Non-Travel

I. GENERAL PROCEDURE

A. Application

These guidelines are intended to define and clarify the area for which LCC employees may receive authorization to expense certain meals and refreshments in circumstances other than travel. It provides a common set of guidelines to administer and control such expenses, to standardize both the documentation and application of such expenses, and to meet the reporting requirements of the Internal Revenue Code.

Decisions regarding the use of these types of expenses will be made by the individual Divisions of the College. However, these policies, procedures, regulations, and reimbursement rates apply to all College expenses of this type regardless of source of funds. Fiscal responsibility is required when making decisions on these expenses as we are using tax payer dollars.

Any violation is subject to discipline. Any instance of fraud or misuse of College funds will be reported immediately to the appropriate Executive Leadership Team member and Human Resources Department. Any cumulative amount over \$1,000 will be reported monthly to the Audit Committee of the Board of Trustees.

B. Eligibility

Expenses covered by this guideline must be made by or approved in advance by the appropriate administrator in the Divisional office of the department making the request.

C. Meals and Refreshments Program Administration

The use of LCC Purchasing cards for meals or refreshments is designed to provide improved service to employees who handle these types of transactions, while simultaneously reducing costs. The LCC Purchasing Card cannot be used for Continental Services purchases. The Financial Services Division coordinates the LCC Card program.

Questions about LCC's expense policies and procedures, reimbursements, and related issues should be directed to:

Accounts Payable – Accounting Department
517-483-1732 – Telephone
517-483-9875 – Fax
FS-Appayable@star.lcc.edu

Questions or feedback on the LCC Card should be directed to:

Financial Services
517-483-1729 - Telephone
517-483-5285 - Fax
fs-pcard@star.lcc.edu

D. LCC Card

Lansing Community College utilizes the JPMorgan Chase MasterCard to provide institutional card services. These are available to College employees who incur these types of expenses on behalf of the College. The card is restricted to business purposes only and has no annual fee.

Employees who are expected to incur these types of expenses on behalf of the College are eligible for an LCC Card. Applications are available on the College Purchasing Department website. Supervisors and Financial Services identify candidates based upon specific circumstances.

After an employee is identified as a candidate for an LCC Card, the employee is responsible to submit the LCC Card Request dynamic form to Financial Services. The identified employee must then take the LCC Purchasing Card and Concur online trainings before a card will be issued or access to Concur granted.

E. Reimbursement

1. Original receipts are required for reimbursement of all expenses. If receipts have been lost, the employee must document the circumstance surrounding the situation. Expenses not sufficiently documented will be the responsibility of the employee.

F. Reimbursement Procedures

1. If an employee has an LCC Card, it must be used for these expenses. When reconciling an LCC Card expense or, if reimbursement is requested, expense claims must be itemized and submitted by expense report within ten business days of the transaction date.
2. Detailed receipts are required and must be submitted with the expense report.
3. Expense reporting must show detailed itemization of the expense type and the specific business purpose for the expense. Expenses for food or refreshments must include a detailed business purpose for the expense along with the name(s) of person(s), position(s) for those who attended the meeting or function.
4. Reimbursement will occur by check or direct deposit. LCC employees who have elected direct deposit for payroll will also receive their expense report reimbursement via a separate direct deposit. The payee's direct deposit reimbursement will be deposited to the bank account specified on their "Direct Deposit Authorization" form on file in Financial Services.

G. Contract, Gift or Grant Funds

In general, these types of expenses are to be funded from the LCC General Fund. Expenses disallowed for failure to conform to contract, donation or grant regulations are charged against the departmental budget as appropriate.

II. BUSINESS MEALS OR REFRESHMENTS (NOT FOR TRAVEL) GUIDELINES

A. On-Campus Meals or Refreshments

College funds may be used to purchase meals or refreshments on campus in the following circumstances when approved within the guidelines of this procedure in advance by the appropriate ELT member:

- Division or Department-wide meetings
- Meetings with community members, students, and outside vendors/partners
- Employee farewells; refreshments only with a limit of \$75
- Employee retirement; refreshments only with a limit of \$75

College Funds cannot be used to purchase meals or refreshments for standard/regularly scheduled meetings. This includes not only meals but also coffee, water and other snacks and refreshments.

College Funds cannot be used to purchase meals or refreshments for virtually hosted meetings or events.

Any gifts given at such functions, whether to employees or students, must fall within the stated limits within the LCC Gift and Flower Guidelines, section II C.

B. Off-Campus Meals or Refreshments

College funds may be used to purchase meals or refreshments off campus in the following circumstances when approved within the guidelines of this procedure in advance by the appropriate ELT member:

- Special employee retreats: Retreats can be held quarterly at the maximum. They are to be one day events (no overnight hotel stays) and are to be held within the LCC District Area. See the LCC

District map below or at the following link.
https://www.lcc.edu/about/documents/resident_districts.pdf

- Special student events
- Speaker for special event or training: Prior to invitation of a speaker or performer, the department must work with the Purchasing Department on parameters and required documentation that must be approved and processed before the invitation is extended.

College funds cannot be used for off-campus holiday or birthday celebrations.

Any gifts given at such functions, whether to employees or students, must fall within the stated limits within the LCC Gift and Flower Guidelines, section II C.

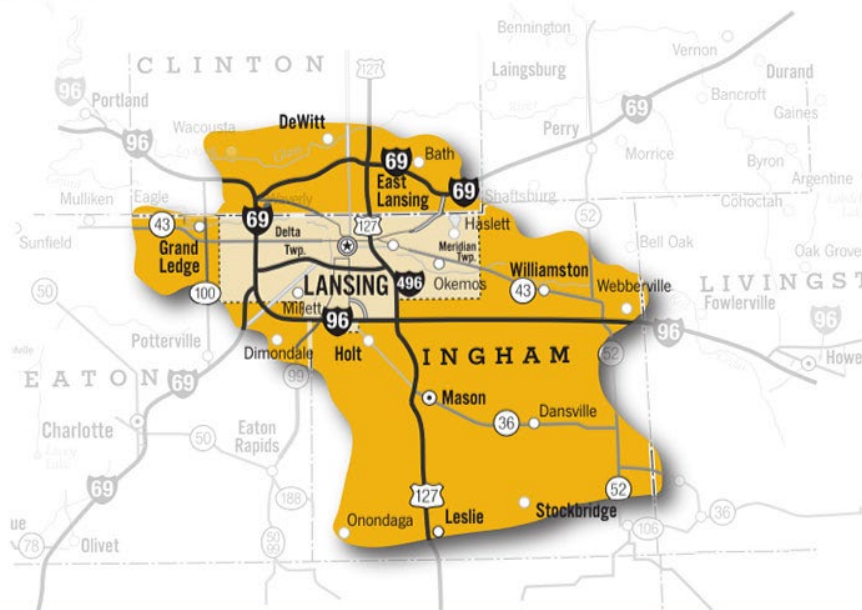
C. Campus-Wide Events

1. College funds may be used to purchase meals or refreshments for campus-wide events when approved by either the President's or a Senior Vice President's office.
2. Meals or refreshments must be coordinated with LCC Conference Service staff.
<https://www.lcc.edu/community/conference-services/>

Lansing Community College Meal and Refreshment (other than travel) Guidelines - Developed December 2007; Revised January 2016; Revised November 2018; Revised October 2019; Revised August 2020; Revised October 2020; Revised January 2021; revised April 2022; revised May 2023; revised May 2024



Lansing Community College Resident Districts



Resident Districts