

LCC Meals and Refreshments for Non-Travel

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I. GENERAL POLICY

A. Application

These guidelines are intended to define and clarify the areas 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.

B. Eligibility

Expenses covered by this guideline must be made by or approved in advance by 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 Accounting Department, in conjunction with the Purchasing Department, coordinates the LCC Card program.

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

Megan L. Garrett
Assistant Controller
MC 7110
517-483-1719 – Telephone
517-483-9875 – Fax
garre12@lcc.edu

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

Seleana Samuel
Director of Purchasing
MC 7130
517-483-1790 - Telephone
517-483-5289 - Fax
samuels@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: http://www.lcc.edu/purchasing/card_information/index.htm. Supervisors and the Purchasing Department identify candidates based upon specific circumstances.

After an employee is identified as a candidate for an LCC Card, the Supervisor is responsible to submit the necessary documentation to the Purchasing Department. 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 meal and refreshment 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.
2. A list of attendees, including names, position or company must be attached to all receipts or invoices where food is purchased when submitting to Accounting for payment. The appropriate FOAPAL and the business purpose must be listed on the invoice, along with the signature of the budget supervisor over that FOAPAL.

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, the specific business purpose for the expense, and the cost. All of these covered expenses must include a list of attendees: name(s) of person(s), position(s) and specific business purpose.
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 by this method. The payee's direct deposit reimbursement will be deposited to the bank account specified on their "Direct Deposit Authorization" form on file in the Accounting Department.

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 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; cake, punch and coffee 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.

B. Off-Campus Meals or Refreshments

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

- Special employee retreats
- Special student events
- Speaker for special event or training
- Special guest of the college

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

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.

Lansing Community College Meal and Refreshment (other than travel) Guidelines - Developed December 2007; Revised_2 January 2016; Revised_3 November 2018.