

## ADDENDUM A

### Maximum Per-Person Rates for Meals and Light Refreshments

The following are the maximum per person expenditure rates for individuals entertained by the University (or its auxiliaries), including university employees. The rates for breakfast, lunch/brunch, dinner and light refreshments inclusive of the total cost of food, beverages, labor, sales tax, delivery fees, or other service fees.

The maximum per-person rate is calculated by dividing the total amount charged for food, beverages, labor\*, sales tax, delivery fees, and other service fees by the total number of actual attendees. If food is being ordered, the estimated number of attendees should be used when choosing the appropriate menu items. When the expenses exceed the per-person maximum for the event, approval for the exception is delegated to the vice presidents. Exceptions require a written justification for the overage. The fact that actual costs exceed the authorized rates is not, in itself, adequate justification for an exception request for overages. The justification must include why adherence to the policy was unavoidable and necessary to achieve a University business purpose.

The maximum rates are reviewed and documented periodically by the Vice President of Administration and Finance/Chief Financial Officer or designee. The rates below will remain in effect until otherwise indicated.

Meal Type	Campus Events	Fundraising-Related Events
Breakfast	\$30	\$50
Lunch/Brunch	\$50	\$75
Dinner	\$80	\$125
Light Refreshments	\$25	\$35

\* Labor Charges for on-campus events vary significantly depending on the number of attendees, length of the event, purpose, etc. Labor costs for on-campus events are often priced based on a total event cost as opposed to a per person fee. In addition, labor costs may include services over a prolonged period of time to allow for the use of the meeting space, as opposed to labor costs directly-related to the meal only. When using the approved on-campus vendor, if total costs, excluding labor, are below the maximum per person rates and labor costs are deemed reasonable/appropriate for the event, vice president approval and written justification for exceeding the authorized rates is not required. General approval authority limits, as documented in the Hospitality Policy, still apply.