



Policy Title: Food and Beverage Policy	Effective Date: 7/1/2002
Policy Number:FAPO1207	Date of Last Review: 11/9/2023
Oversight Department:Accounting Services	Next Review Date: 11/1/2026

1. PURPOSE

The Food and Beverage Policy of Radford University (University) establishes requirements that the University community must follow when purchasing food, beverages, and any related services in the conduct of official University business in order to comply with state policy and to ensure such expenditures will sustain the test of public review.

2. APPLICABILITY

The Food and Beverage Policy applies to all departments, offices, organizations, and persons that intend to provide food, beverages and any related services at University expense. The policy applies to expenditures from Educational and General (E&G), state and local auxiliary, and sponsored program funds.

3. DEFINITIONS

Division Head: President, Provost or applicable Vice President.

University Property: Any facilities, physical property, or land owned, leased, or controlled by the University.

4. POLICY

- A. As a public institution of higher education in the Commonwealth of Virginia, the University will ensure that expenditures are essential to operations and support the mission of the University
- B. University funds may not be used for employee events or functions that are intended merely to promote goodwill or boost morale, or that are considered primarily social in nature. This restriction is based on current tax law and is intended to avoid the necessity of including the value of such meals in an employee's taxable income. This restriction, however, does not prohibit the University from providing food and beverages of minimal value to employees at occasional events such as the annual University holiday open house or staff picnic.
- C. University funds may not be used for food and beverage expenditures that would typically be considered a personal expense, including routine meals, snacks, and refreshments.

- D. There are limited circumstances in which it is considered appropriate to provide food and beverages from University funds. Employees, who are in travel status, please refer to the [University Travel Policy](#). The functions or events at which food and beverages may be provided are limited to the following:
1. Business Function: Food and beverages may be provided at business functions that involve substantive and bona fide business discussions with an outside party or parties who are in attendance. Meals at which interview candidates are hosted are included in this category.
 2. Internal Function: Food and beverages may be provided at routine internal functions lasting a minimum of three hours. Food and beverages may not be provided at regularly scheduled or routine meetings. University employees are the primary beneficiaries at such functions. When hosting leadership or training conferences that require an overnight stay, meals can be provided in lieu of per diem. Such internal functions must be one of the following:
 - a. Formal training or staff development sessions
 - b. Semiannual departmental staff retreats and meetings
 - c. Crossdivisional planning or coordination meetings addressing substantive issues and decisions that last through the lunch meal period.
 3. University-wide Function: This category is generally reserved for University-wide events sponsored by the President's Office, such as the holiday open house, staff picnic, or other events supporting University-wide initiatives. Events not sponsored by the President's

5. PROCEDURES

A. Requirements and Limitations

1. Food and beverages may be provided ~~only~~ at functions and events that meet the criteria listed in Section ~~4~~.D. of the policy.
2. Alcoholic beverages must not be purchased with University funds. For an event at which alcohol is served, the amount for alcohol must ~~be~~ itemized on a separate bill and other payment arrangements made. The following additional requirements apply to alcoholic beverages at approved events:
 - a. Alcoholic beverages may only be served at events deemed appropriate and approved in advance by the Office of the President or designee. If students are attending the event, advance approval must also be obtained from the Vice President for Student Affairs
 - b. Organizations or individuals are not allowed to bring their own alcohol on University property or to University-sponsored events unless approved in advance by the Office of the President or the President's designee. If students are attending the event, advance approval must also be obtained from the Vice President for Student Affairs.
 - c. Alcoholic beverages cannot be removed from the designated consumption area at approved events.
 - d. Alcoholic beverages are not to be given, sold, or served to persons under 21 years of age.
 - e. Alcoholic beverages are not to be given, sold, or served to persons who are intoxicated.
 - f. Virginia law prohibits the following:
 - i. Public intoxication
 - ii. Drinking alcoholic beverages in unlicensed public places
 - iii. Possession, consumption, or purchase of alcoholic beverages by a person under 21 years of age
 - iv. Falsely representing one's age for the purpose of procuring alcoholic beverages
 - v. Purchasing, giving, providing, or assisting in providing alcoholic beverages for a person who is under 21 years of age
 - vi. Providing alcoholic beverages to an intoxicated person
 - g. Any sale of alcoholic beverages requires a license from the Virginia Alcoholic Beverage Control (ABC) Board.
3. The University's contractor for Dining Services has exclusive rights to provide food and beverages (including alcohol) for University-sponsored events except as outlined below. A written waiver to purchase food and beverages from another vendor must be obtained in advance from Dining Services except in the following situations
 - a. The food and beverage order including any related service fees and gratuities ~~is~~ \$150 or less.

- b. The function/event (as defined in Section 4.D. of the policy) held more than 30 miles from the University's main campus in Radford, VA. Events held at Radford University Carilion

c. Dinner: After 3:30 pm until 5 am

4. Refreshment rate Refreshments, light snacks, or beverage only service must follow the per diem meal rates for Breakfast. However, if such items are combined with a meal during any meal period, the total amount spent for all food and beverages must not exceed the applicable per diem meal rate for that meal period. The “refreshment rate” does not apply to events where heavy hors d’oeuvres and/or finger foods are served in lieu of a traditional meal. In such situations, the applicable per diem meal ~~rate~~ for that particular meal period will apply.

C. Payments to Vendors

Departments must adhere to the following procedures when payment is to be made directly to the Dining Services Contractor and/or other vendors:

1. A Chrome River ~~pre~~approval

Section 5.B of this policy does not apply to events or functions at which food and beverages are paid solely from external participant fees, e.g. Conference Services external party events. An explanation of such circumstances must be provided in Chrome River.

This policy does not apply to day meals which are governed by the University's travel policy and procedures.

This policy does not apply to food and beverages purchased for academic or research purposes where the food or beverage is not consumed (lab research).

7. APPENDICES

Appendix: [Beverage Pouring Rights Contract Provisions](#)

8. REFERENCES

None

9. INSTRUCTIONS

Revised effective August 1, 2023. Only minor editorial, clarifying, and procedural changes were made that did not alter the overall scope or application of the policy.

Revised effective November 9, 2023 to clarify procedures regarding alcoholic beverages at University sponsored events.

For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.