

Meals, Meetings and Refreshments Requirements & Rules

**Always complete a BA50, attach an event agenda/flyer/advertisement, & provide itemized receipts.
If KCTCS approval is required you *must* submit BA50 to BCTC Business Services 10 days in advance.**

Faculty/Staff On-Site Working Meals*	<p>Prior Written Approvals/Signatures: Dinner: BCTC Pres & KCTCS Dir. Bs. Serv. All Other: BCTC Pres</p> <p>1) Cost/meal cannot exceed: B\$10 L\$10 D\$18 (including tip). 2) Organizer must provide notification of the working meal for EE's in travel status (name, EE ID & work location). Send notification, via e-mail, to BCTC travel auditor w/ cc to KCTCS travel accounting. 3) Sign-in sheet is required. A/C #: 50260 <i>Procedures 1.13, 4.2.</i></p>
Faculty/Staff Off-Site Working Meals*	<p>Prior Written Approvals/Signatures: Dinner: BCTC Pres & KCTCS Dir. Bs. Serv. All Other: BCTC Pres</p> <p>1) Cost/meal cannot exceed: B\$10 L\$10 D\$18 (including tip). 2) Include reason why regular meal break is not reasonable, why it must be off-site, & how BCTC will benefit. 3) Organizer must provide notification of the working meal for EE's in travel status (name, EE ID & work location). Send notification, via e-mail, to BCTC travel auditor w/ cc to KCTCS travel accounting. 4) For community events where BCTC EE's attend as prof dev, see bs procedure 1.18. 5) Sign-in sheet is required. A/C #: 50260 <i>Procedures 1.13, 4.2.</i></p>
Faculty/Staff Off-Site Mtg Rms w/ or w/o meals	<p>Prior Written Approval/Signature: BCTC President</p> <p>1) Organizer must provide notification of the working meal for EE's in travel status (name, EE ID & work location). Send notification, via e-mail, to BCTC travel auditor w/ cc to KCTCS travel accounting. 2) Sign-in sheet is required if meals are provided. A/C #: 50260: Meals 50920: Mtg rm rental <i>Procedure 1.13</i></p>
Faculty/Staff Holiday Meals	<p>Prior Written Approvals/Signatures: Dinner: BCTC Pres & KCTCS Dir. Bs. Serv. All Other: BCTC Pres</p> <p>1) Cost/meal cannot exceed: B\$10 L\$10 D\$18 (including tip) 2) Spouse & guests must pay their own. 3) Sign-in sheet is required. A/C #: 50260 <i>Procedure 1.13, 8.1.7B</i></p>
Faculty/Staff Refreshments/ Snacks	<p>Prior Written Approvals/Signatures: Orientations/Receptions: BCTC Pres. & VP (of budget being charged) All Other: BCTC VP (of budget being charged)</p> <p>1) Max amt for orientations/receptions \$1,000 2) Combined events for EE's & students are to be separated by A/C #. A/C #: 50260: All other refresh/snacks 50270: Student portion <i>Procedure 1.13</i></p>
Faculty/Staff Special Occasions, Employee Retirements	<p>Prior Written Approvals/Signatures: Dinner: BCTC Pres & KCTCS Dir. Bs. Serv. All Other: BCTC Pres</p> <p>1) EE retirement limits: gift limit \$250, reception limit \$1,000. 2) For dinners BCTC pays for meal of retiree & spouse (other attendees must pay their own) 3) Cost/meal cannot exceed: B\$10 L\$10 D\$18 (including tip). 4) Sign-in sheet is required if meals are provided. A/C #: See applicable procedures. <i>Procedures 4.10, 1.13.6, 8.1.7B</i></p>
Student Meals/ Refreshments	<p>Prior Written Approval/Signature: Dinner Meals: BCTC Pres & KCTCS Dir. Bs. Serv. All Other Meals: BCTC Pres Refreshments: VP (of budget being charged)</p> <p>1) Student meals/refresh can be provided for orientation, cultural, graduation, etc. 2) Max \$2,500 3) Cost/meal cannot exceed: B\$10 L\$10 D\$18 (including tip) 4) Students in travel status (orientations at another college or field trip) should submit travel voucher (i.e., this procedure does not apply) or department will pay via ProCard for group meals. A/C #: 50270 <i>Procedures 1.14, 1.14D, 1.14.2C, 4.2, 4.10, 8.1.7B</i></p>
Student Non-Traditnl Class (CED) Meals	<p>Prior Written Approval/Signature: BCTC VP (of budget being charged)</p> <p>1) Class requiring day attendance (CED) may include cost of meals/refresh in their fee 2) Meal cost must not exceed the amt included in class fees for meals. A/C#: 50270 <i>Procedure 1.14</i></p>
Guest On-Site Meals/ Refreshments/ Meetings	<p>Prior Written Approvals/Signatures: Dinner: BCTC Pres & KCTCS Dir. Bs. Serv. All Other Meals: BCTC Pres Refreshments: VP (of budget being charged)</p> <p>1) Except for certain situations, meals are not to be provided to non-EE's 2) ProCard can be used for Advisory Boards & Board of Directors meals/refresh not to exceed \$1,000. 3) Sign-in sheet is required if meals are provided. A/C#: 50240 <i>Procedure 1.14</i></p>
Guest Off-Site Meals/ Refreshments/ Meetings	<p>Prior Written Approvals/Signatures: Dinner: BCTC Pres & KCTCS Dir. Bs. Serv. All Other Meals: BCTC Pres Refreshments: VP (of budget being charged)</p> <p>1) Must be hosted by a college employee. 2) ProCard may be used IF guest meets criteria found in Procedure 4.2.1.E. 3) EE meals are not reimbursed unless EE was host/co-host. 4) Care must be exercised in ratio of EEs to guests. 5) Limit \$35/person unless host is BCTC President then limit \$45/person (including tip). 6) EEs also in travel status should not also submit a travel voucher. 7) Sign-in sheet is required if meals are provided. A/C#: 50240: All other <i>See Proc 1.14.7 for rules on different types of guests.</i></p>

MEAL - Food served at a traditional meal time.

***WORKING MEAL** - Food served during a meeting (in which work is conducted and for which there is proper justification as to why work must be conducted during meal time) with specific beginning and ending times, as follows:

- Brkfst: Meeting must begin by 8:00 a.m. and last until 9:30 a.m.
- Lunch: Meeting must begin by 11:00 a.m. and last until 1:30 p.m.