

Georgia Tech Food/Group Meal Procurement Grid

Activity	Allowable Participants	Potential Funding Sources	Per Diem Limits Apply?	Allowable on PCard?	Other Payment Method
<p><u>Employee Group Meetings</u></p> <ul style="list-style-type: none"> • Training Workshops • Staff/Faculty Meetings • New Employee Orientation <p>Note: Meeting length must be 4+ hours long (unless FDN or AF are used) and the meal cannot be provided at the beginning or end of the meeting. <u>A meeting agenda and participant list are required.</u></p>	<ul style="list-style-type: none"> • Employees • Nonemployees whose participation is required (speakers, facilitators, etc.) 	<ul style="list-style-type: none"> • State Appropriated Funds • Sponsored Funds authorized by sponsor • Auxiliary Funds • Agency Funds • Foundation Funds 	<p>Yes, except for non-PCard purchases using Foundation, GTRC, or Agency Funds</p>	<p>Yes *</p>	<ul style="list-style-type: none"> • AP Payment Request Form • Employee Reimbursement through T&E • BuzzMart PO/Approved Invoice
<p><u>Official Student Events</u></p> <ul style="list-style-type: none"> • Includes potential students and their guardians • Includes events that are sponsored by a recognized student group and events open to Georgia Tech students. 	<ul style="list-style-type: none"> • Students • Volunteers • Employees whose participation is required 	<ul style="list-style-type: none"> • Agency Funds • Auxiliary Funds • Foundation Funds • Sponsored Funds as authorized by sponsor • Student Activity Fees • Department Sales/Service 	<p>Yes, except for non-PCard purchases using Foundation, GTRC, or Agency Funds</p>	<p>Yes *</p>	<ul style="list-style-type: none"> • AP Payment Request Form • Employee Reimbursement through T&E • BuzzMart PO/Approved Invoice
<p><u>Office Snacks, Coffee, Water/Beverage Service,</u> including Associated Supplies and Paper Products</p>	<ul style="list-style-type: none"> • All 	<ul style="list-style-type: none"> • Foundation or GTRC Funds. • Student Activity Funds for official student functions <p><i>State appropriated funds cannot be used</i></p>	<p>N/A</p>	<p>No</p>	<ul style="list-style-type: none"> • AP Payment Request Form • Employee Reimbursement through T&E • BuzzMart PO/Approved Invoice

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<p><u>Classroom & Academic Programs</u> for Institute research activities and students in credit courses</p>	<ul style="list-style-type: none"> Students Employees whose participation is required 	<ul style="list-style-type: none"> Department Sales & Service Revenue State Appropriated Funds Tuition & Fee Revenue Foundation Funds Sponsored Funds allowed by sponsor 	No	Yes	<ul style="list-style-type: none"> AP Payment Request Form Employee Reimbursement through T&E BuzzMart PO/Approved Invoice
<p><u>Entertainment / Extraordinary Development</u></p> <ul style="list-style-type: none"> Retreats Stewardship Donor Cultivation Receptions for professional milestone/achievement including retirement events Recruitment Entertainment Local restaurant lunch (not a business meeting w/ agenda) Holiday events 	<ul style="list-style-type: none"> All 	<ul style="list-style-type: none"> Foundation or GTRC Funds only 	No	No	<ul style="list-style-type: none"> Foundation Check Request processed directly through the Foundation or GTRC only
<p><u>Student Recruiting Events</u></p>	<ul style="list-style-type: none"> Students Potential students & parents/guardians Volunteers Employees whose participation is required 	<ul style="list-style-type: none"> Agency Funds Auxiliary Funds Student Activity Fees Recognized "executive" program tuition Foundation Funds 	Yes, except for non-PCard purchases using Foundation, GTRC, or Agency Funds	Yes *	<ul style="list-style-type: none"> AP Payment Request Form Employee Reimbursement through T&E BuzzMart PO/Approved Invoice

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<p><u>Conferences, Workshops and Camps</u> GT hosts and coordinates a conference, workshop, or camp and collects registration fees for meals and breaks, which are an integral component of the event.</p>	<ul style="list-style-type: none"> Conference and workshop participants 	<ul style="list-style-type: none"> Sales and Service revenue from conference fees Agency Funds Foundation Funds Sponsored funds that specifically allow food in support of program activity 	<p>No</p>	<p>Yes*</p>	<ul style="list-style-type: none"> AP Payment Request Form Employee Reimbursement through T&E BuzzMart PO/Approved Invoice
<p><u>Volunteer Events</u> Includes advisory boards, mentor programs Volunteer events with sole purpose of recognition or appreciation for past services may not be paid using any fund source other than Foundation funds</p>	<ul style="list-style-type: none"> Students Volunteers Employees whose participation is required 	<ul style="list-style-type: none"> Agency Funds Auxiliary Funds Student Activity Fees Recognized “executive” program tuition revenue may be used to purchase food for volunteer events Foundation Funds 	<p>Yes, except for non-PCard purchases using Foundation, GTRC, or Agency Funds</p>	<p>Yes *</p>	<ul style="list-style-type: none"> AP Payment Request Form Employee Reimbursement through T&E BuzzMart PO/Approved Invoice
<p><u>Educational or Business Meetings for Non-employees</u></p>	<ul style="list-style-type: none"> Students Volunteers Employees whose participation is required 	<ul style="list-style-type: none"> Auxiliary Funds Sales/service revenue State Appropriated Funds Foundation Funds Sponsored Funds authorized by sponsor 	<p>Yes, except for non-PCard purchases using Foundation, GTRC, or Agency Funds</p>	<p>Yes *</p>	<ul style="list-style-type: none"> AP Payment Request Form Employee Reimbursement through T&E BuzzMart PO/Approved Invoice

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<p>Safety Products (includes water, other hydration products, or products required by OSHA)</p>	<ul style="list-style-type: none"> • Students • Volunteers • Employees at risk due to environmental or workplace conditions 	<ul style="list-style-type: none"> • Auxiliary Funds • Sales/service revenue • State appropriated Funds • Student Activity Fees • Tuition & Fee Revenue • Foundation Funds 	N/A	Yes	<ul style="list-style-type: none"> • AP Payment Request Form • Employee Reimbursement through T&E • BuzzMart PO/Approved Invoice
<p>Contract/Performer Hospitality Food/catering required by contract (Ferst Center, Student event). Contract must specify food/catering requirement.</p>	<ul style="list-style-type: none"> • Contracted performer or group 	<ul style="list-style-type: none"> • Sales/service revenue Funds • Student activity Funds • Foundation Funds 	No	Yes	<ul style="list-style-type: none"> • AP Payment Request Form • BuzzMart PO/Approved Invoice
<p>* Special PCard Policies Related to Food/Group Meal Expenses</p> <p>In all cases, group meals charged to the PCard must not exceed the meal per diem limits, with the exception of Institute-sponsored conferences/workshops/camps, contract performers, and classroom/academic programs. Agency fund expenses may be charged to the PCard for study abroad programs only. Purchases of bottled water, beverage/coffee service, and snacks for office use or casual meetings are not classified as group meals and cannot be charged to the PCard, regardless of funding source. Food and group meals for entertainment activities cannot be processed using the PCard and must be paid directly through the Foundation.</p>					
<p>Meal Per Diem Limits</p> <ul style="list-style-type: none"> • Meal Per Diem Limits Within the State of Georgia: Breakfast \$7, Lunch \$9, Dinner \$20 for metro Atlanta, Savannah, Augusta and the Brunswick area. Other areas within Georgia: Breakfast \$6, Lunch \$7, Dinner \$15 • Meal Per Diem Limits for Outside of the State of Georgia are the Federal GSA/DoD meal per diem limits (excluding incidental expenses) 					
<p>Required Supporting Documentation</p> <p>Payments for all group meals, including food purchased from a grocery store, must include the Food/Group Meal Event Documentation Form and the original itemized receipt or invoice to support payment request. Recurring events can use a single event documentation form that is copied for subsequent events. The form is not required for beverage service or snacks funded using Foundation funds or group meals funded by Agency funds.</p>					