

## Prior to October 1, 2015

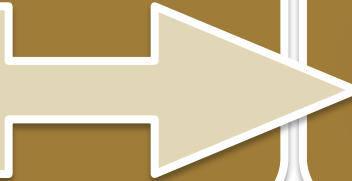
Entertainment & Local Meals included:



**54018**

- Meals between employees
- Departmental events

In support of the Strategic Resource Initiative to enable more accurate and efficient reporting:



## Beginning October 1, 2015



**54018**

Entertainment & Local Meals



**54020**

Meals Between Employees



**54021**

Departmental Events



**54018**

### Entertainment & Local Meals

- Local business meals for an individual WFU faculty/staff member
- Individuals outside WFU present:
  - Guest speaker, entertainer, collaborator
  - Reynolda House & WF Baptist Medical Center



**54020**

### Meals Between Employees

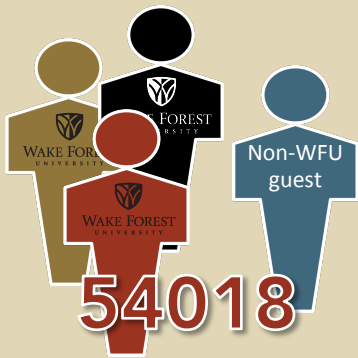
- Non-travel status (overnight rest or sleep not required)
- Business meal between WFU faculty/staff
  - Honoring a faculty/staff member through reward or recognition
  - Cannot be done in office or another time (confidentiality and/or scheduling conflict)
  - Rare or atypical need for faculty/staff to work through normal meal times



**54021**

### Departmental Events

- Events, meetings, or gatherings
- Only WFU faculty/staff present regardless of area in which they work
- Types of expenses to code include:
  - Meals
  - Snacks
  - Linens
  - Other event supplies



### Examples of Entertainment & Local Meals

- An outside guest is present at a meal with other WFU faculty/staff, and the University is paying for the entire meal.
- An outside guest is present at a meal with a WFU faculty/staff member and each individual pays for his/her own meal.
- A WFU faculty/staff member is traveling locally and is working in excess of 12 hours.



### Examples of Meals Between Employees

- *\* Meals must meet the criteria as outlined on page 1.*
- A department works through lunch in order to meet deadlines.
- Lunch between WFU faculty/staff where no outside guests are present.
- Breakfast for a quarterly meeting to discuss strategic opportunities.
- Faculty member provides lunch for research assistants working on research project.



### Examples of Departmental Events

- A departmental or University event where faculty/staff from one or more departments are invited to attend and no outside guests are present.
- Luncheon for retiring faculty/staff member.
- Welcome back celebration that is open to all faculty/staff.
- Reception for students which is only attended by students and WFU faculty/staff.