

Alcohol

The limitation for expenditures is 30% alcohol and 70% food of the total bill, prior to tax and gratuity, unless meeting a donor, prospect, or other business guest for a “drinks only” meeting. In this situation, every effort must be made to stay within an expenditure limit of \$75 per person.

Ancillary fees related to serving alcohol (e.g. corkage fees) are only allowed if the total cost of the alcohol and ancillary fees are within limits.

Note: For separate alcohol purchases during an outing within the same timeframe (e.g., pre- or post-dinner drinks), please provide all event documentation showing each beverage was under 30 % so the total amount can be verified.

Serving alcohol at non-licensed venues (including private residence)

University funds generally may not be used for expenses associated with alcohol beverage service unless the alcohol is purchased from and served by a licensed caterer or restaurant.

An exception may be made for off-campus events at department/unit or college representatives' homes at which **only beer and wine are served**.

1. All pertinent laws, rules, and University policies regarding alcohol beverages must be observed
2. The area where the alcohol is being served should be monitored to ensure that only invited guests participate in the event

Meals with a Donor or Prospect

If a donor or prospect selects a venue or menu that exceeds the allowable meal limits, submit the reimbursement and note that the donor/prospect chose the venue/menu, while still adhering to the limits as closely as possible. If guests are invited, indicate the number of attendees on the receipt; donors/prospects should generally invite only individuals who influence the gift decision.

Business Meal Expenses for Spouses, Partners and Family

The presence of spouses, partners, or family members must be essential to the business purpose of the meeting.

Examples of Allowable Business Meals for Spouses, Partners and Family

1. Spouse or partner of a dean when meeting alumni or engaging in fund-raising events
2. The spouse, partner or family member of an employee hosting a visiting lecturer who travels to the University to make a presentation at which the visiting lecturer's spouse is present
3. A meal associated with recruitment of a prospective faculty or staff member whose spouse or partner is in attendance
4. A University function held at the employee's home when the spouse or partner participates as a host

Examples of Necessary Documentation

- An event or meeting agenda
- Letter of invitation requesting the presence of spouses or domestic partners

Exceptions

Exceptions to the limits or other requirements in this directive require documented justification and approval by the dean or vice president. Exceptions for department chairs, deans and vice presidents require additional higher-level approval.

CONTACTS

Help & Resources



Travel Website & Directives



UF GO Concur



Entertainment & Business Meals Directives

UF GO



<https://uf.tfaforms.net/f/uf-go>



352-294-1114



Entertainment Guidelines

Updated November 2025

Overview of Directive

The University is committed to maintaining integrity and fiscal responsibility in the approval and accounting of expenditures, including University employee and guest meals or entertainment expenses that are paid by the University for business purposes. It is essential for the University to maintain a strong, clear and solid expenditure directive for business expenses related to hosted business meals, University functions, and entertainment.

Business Purpose

A clear business purpose must exist when expending any University funds. To ensure that resources are being used appropriately and that we are being good stewards of the funds entrusted to us consider these questions:

1. Is the expenditure in line with the guidance provided in this document?
 - o If not, is there a justifiable explanation as to why the expenditure deviates from the guidance?
 - o Has it been authorized and documented?
2. Could the amount spent be defended under public scrutiny?
 - o Would you be free from worry if the expense was selected for audit?

Directive Statement

Proper stewardship of University funds is an obligation of all faculty and staff. Every expense transaction must be supported by a bona-fide business purpose.

All expenditures must also comply with additional restrictions of the fund type (i.e. donor intent, research contract, etc.).

Failure to comply with applicable directives may result in expenditures that are considered ineligible for payment or reimbursement by the University.

Definition of Business Purpose

A business purpose is defined as one that supports or advances the goals, objectives, and mission of the University; the expense must be a necessary, reasonable, and appropriate business expense for the University.

Required Approvals and Payment

An individual should not approve the reimbursement of expenses for a person to whom the individual directly reports.

Travel

Note: The directive described in this document does not pertain to typical meals during travel. Daily meal allowances during travel for non-business meals (not meeting the criteria below) are governed by Florida Statute and can be found in the Travel Directives. When a “business meal” takes place during travel, reimbursement will be at the limits defined below.

Business Meals

The University may pay or reimburse for properly documented meals whose primary purpose is a business discussion. **“Properly documented” consists of, at minimum, an itemized receipt and list of attendees.**

- Business Breakfast - \$30 per person
- Business Lunch - \$50 per person
- Business Dinner - \$125 per person

All amounts above exclude gratuity and tax. Gratuities should not exceed 20% of the bill subtotal before tax. If there is an automatic gratuity charged by venue, then tip may exceed 20%.

Tip: UF GO Expense Type: Food & Beverages - Breakfast, Dinner, Lunch, Alcohol, Other

Business Meal Qualifications

1. Generally, attendees should include at least one non-university employee and only those whose presence is necessary to the business discussion.
2. Meetings of two or more University employees should only be paid or reimbursed if the following three criteria are met:
 - o Meetings should be held infrequently
 - o The meeting is agenda driven and directly concerned with the business of the University
 - o The meeting time encompasses a regular mealtime and could not otherwise be scheduled during regular working hours
3. Expenses may be incurred only for those individuals whose presence is necessary to the business discussion.
4. The University will not pay or reimburse business meal expenses that lack documentation or a clear business purpose.
5. Meetings and/or gatherings that are primarily social in nature do not qualify for payment or reimbursement as business meals, no matter the attendees.

University Functions

University funds may be used to provide food at a seminar, retreat, workshop, orientation, or other University Function.

Examples of University Functions

1. Events associated with department conferences or workshops
2. Holiday or beginning of the academic or fiscal year events (which may include spouses, partners, or family members)
3. Staff development. For reasons of employee training and/or team building, it can be beneficial for divisions/departments to provide food and beverages for staff at retreats
4. Staff recognition events hosted by the department, college, or division

Tip: Typically, these expenses are processed through the myUF Marketplace.

University Functions are limited to \$200 per person each day of the function including all expenses (\$125 maximum per person for food and drinks, and \$75 maximum for venue rental, service charges and other associated expenses.)

Entertainment

The University may pay or reimburse expenditures relating to entertainment when the purpose is:

1. Fundraising
2. Promotion of the University
3. Entertainment for guests of the University by designated University officials
 - o For purposes of this directive, “designated University officials” includes deans, vice presidents, development officers, senior administrators and other employees who have been specifically asked to serve in a host capacity
4. Cultivating a donor/prospect/recruitment or engaging alumni

Entertainment expenses should not exceed \$125 per person (excluding tax and gratuities).

Tip: UF GO Expense Type: Entertainment Expense

Examples of University Functions

- Food and Beverages
- Admissions charges, i.e. Events and Museum
- Other miscellaneous expenses