
Franklin Food & Entertainment Guide

Guide Last Reviewed: 04/19/2024

Special Scenarios:

1. Sponsored Project/Grant Funding Source:

- Food/entertainment expenses are very rare on grants. If you think funding is coming from a Franklin grant, please [contact](#) your department's REST Post-Awarder first to confirm the expense is allowable and that everything is in place for the purchase to occur.

2. Employee-Only Entertainment for HR Objectives:

- Food/entertainment at employee-only events for "HR objectives" require the Dean's pre-approval. This is a UGA policy, not a Franklin College policy.
 - Examples: team building, morale boosting, holiday events, staff appreciation, etc.
 - This does not include University business-related meetings (i.e. faculty retreats, GTA orientation/training sessions, etc).
- If you think your event may fall into this category, please contact the Foundation Fund Management (FFM) team at fcffm@uga.edu prior to the date of the event. Please include in your email to FFM:
 - Name, date, and location of the event.
 - Purpose of the meal/event.
 - Cost estimate.
 - Anticipated participants (e.g. RSVP/invitee list, general number of expected faculty/staff).
- If pre-approval is needed, FFM will assist with completing any forms and receiving the Dean's signature. Then you will include the pre-approval with your submission to BSC.
- When in doubt, reach out to FFM to see if this policy may apply to your event!

Department sends to BSC*: (<https://www.franklin.uga.edu/franklin-business-office-contacts>)

**Please send as many of the following items as possible, and if necessary, we will reach out for additional clarification.*

1. The itemized receipt/invoice

- a. Invoices are required for paying a company/vendor.
- b. Receipts are needed to reimburse an individual who has already paid.
 - i. Please be sure receipts are itemized and the employee who paid has signed it.
 1. Signature on receipt is a requirement specific to food/entertainment reimbursements, and is not needed on other receipts (such as travel or supplies).
 2. If you are not able to obtain an itemized receipt and no alcohol was purchased, you may submit a signed statement that details each item purchased with appropriate amounts, and attest that no alcohol was purchased.
 3. If alcohol was purchased and there is no itemized receipt, the expense(s) will not be eligible for reimbursement.

2. Event Documentation (include one of the following):

- a. Event flyer or program announcement
 - i. Example: A faculty member takes a guest speaker out to eat after a lecture. You could include a link to the lecture event information on the department website.
- b. Official invitation
 - i. Example: Food is served at a graduate student event. You could attach the email invitation showing who sent it, who was invited, and the date/time/location of the event.

- c. Visitor itinerary
 - i. Example: For faculty candidates/prospective graduate student visits, this is often the only option for event documentation.
- d. For University business-related meetings, we need a meeting agenda or minutes to demonstrate the University business accomplished by the meeting.
 - i. Example: A yearly faculty retreat at which departmental business and goals are discussed
 - ii. Example: TA Orientation at which employees go through multiple training sessions

3. List of attendees at the specific meal

- a. Example: When a faculty member takes a guest lecturer out to dinner after the lecture, we would only need the names of the two people who went to dinner (not everybody who attended the lecture).
- b. If there are more than 10 attendees, then an estimate is allowable rather than the individual names.
 - i. Example: 12 faculty and 15 students attend an event, so you can list the numbers of each category in your submissions the names of each faculty and each student.

4. Funding source/chart string

- a. If you have the chart string or speedtype, please include it. If you don't, please describe the funding source (such as "John Doe Foundation Funds"), and we will locate the account chart string.
 - i. Most often, food/entertainment payments will use a Foundation account. If you don't know if your funding is Foundation, send the information you have, and we'll find out.
- b. If you don't know the funding source, we will touch base with FAST to determine the correct account.

5. (If applicable) Pre-Approval for Employee-Only Entertainment for HR Objectives

- a. This only pertains to employee only events for "HR objectives" (i.e. team building, morale boosting, holiday events, staff appreciation). This does not include University business-related meetings.
- b. If you think your event may fall into this category, please review "Special Scenarios" box on the prior page about when/how to receive pre-approval prior to the date of your event.

BSC will complete:

1. We will complete the Entertainment Form. Please do not have faculty complete this.
 - a. If a signature is needed from the department head, we will complete the form and send it to the admin. The admin will get the department head's signature and return the form to BSC.
2. If we need additional information/justification from the faculty, we will coordinate with them.
3. If we have a chart string question, we will coordinate with FAST.
4. BSC will initiate the payment, coordinate with Accounts Payable, and ensure the payment is approved.

PLEASE KEEP IN MIND THAT THE FOLLOWING REIMBURSEMENTS MAY REQUIRE SLIGHTLY LONGER APPROVAL TIMES:

- Meals that include alcohol.
 - Please confirm in your submission to BSC that UGA alcohol policy was followed during your event.
 - The Provost Office's primary concerns for alcohol use in private residences are:
 - Do not permit self-service of alcohol. This can be a third-party bartender or an employee abstaining from alcohol to ensure that there is no underage drinking or overconsumption of alcohol.
 - Restrict alcoholic beverages to a controlled area.
 - Adequate food must be provided ("bar snacks" would not be sufficient).
- Meals with all-employee attendees.