

UNIVERSITY OF MARY ALCOHOL REIMBURSEMENT POLICY

Purpose

This document establishes policies governing reimbursement of expenses for purchases of alcoholic beverages incurred during conduct of University of Mary business.

Statement of Policy

The University of Mary will reimburse employees for alcoholic beverages purchased for legitimate business development purposes.

Employees are expected to act responsibly in relation to alcohol consumption while on a business trip or at any university related event. Refer to University of Mary Alcohol Policy for further information.

Legitimate business development is determined at the discretion of the Executive Vice President or Vice President for Financial Affairs. Routine training or professional development is not considered business development.

Reimbursable amounts must be reasonable, not lavish or extravagant. Under most circumstances, reimbursable drinks in the course of a restaurant meal should be limited to one per person.

Alcoholic beverages are not reimbursable to the employee when purchased or consumed in the direct company of students or prospective students. Neither are they reimbursable for the purposes of entertaining other employees at one's private residence, off of university property.

Alcohol is not reimbursable when purchased for consumption at a "Bring Your Own Bottle" or "BYOB" event, as alcohol must be served by a licensed establishment, university Dining Services bartender, or an otherwise certified person to serve alcohol in other jurisdictions.

Alcohol purchases are not to be charged under any circumstance to sponsoring grants and contracts.

Alcohol is not reimbursable to University of Mary undergraduate or graduate students, regardless of the source of funds.

Approved

05 October 2015 by the President of the University

11 March 2021 by the Board of Trustees

18 March 2021 delivered to the University Senate

23 August 2023 revised by the President of the University