

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.

1. 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 (www.umary.edu/AlcoholPolicy).
2. 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.
3. Reimbursable amounts must be reasonable, not lavish or extravagant.
4. Alcoholic beverages are not reimbursable to the employee when purchased or consumed in the direct company of students or prospective students.
5. Alcohol is not reimbursable when purchased for consumption at a "Bring Your Own Bottle" or "BYOB" event as alcohol must be served by either a licensed establishment, or a University Dining Services bartender, or an otherwise certified person to serve alcohol in other jurisdictions.
6. Alcohol purchases are not to be charged under any circumstance to sponsoring grants and contracts.
7. Alcohol is not reimbursable to University of Mary undergraduate or graduate students regardless of source of funds.

Approval date: October 5, 2015