



Procurement Services Office
Ikenberry Hall
Room 217
P: 304-876-5216

Cardholder Instructions: Employee Meals

According to the WV Ethics Commission, State funds should only be used for employee meals when it is of primary benefit to the agency. (See Advisory Opinion A.O. 2012-27 <http://www.ethics.wv.gov/advisoryopinion/Pages/default.aspx>)

At Shepherd this includes:

- **Training Environment that Extends through the Lunch Period** – (mandatory staff/faculty training with the documented objective of professional development of the individual in relation to his/her duties at Shepherd University) that would benefit the University and held at the University's premises.
- **Working Meeting that Extends through the Lunch Period** - (it would be more convenient to serve lunch than break for lunch – or the meeting is scheduled during the lunch period for operational convenience) that would benefit the University and held at the University's premises.
- **Employee Traveling in a Chaperone Capacity for Student/Team Events**
- **Event Hosted by University that is Open to the Public**
- **Employee Hosting Guest(s) of the University for Business Related Purpose** – (ex: Candidate for Employment or Guest Speaker/Presenter)

In the instance of a training or a working meeting – please be sure to include a copy of the agenda (to include meeting start and end times), meeting minutes, and/or a detailed summary of what was discussed during the training to include the training/meeting objectives as well as the other necessary hospitality documentation (Hospitality Form, List of Attendees) to ensure that the parameters have been met.

This affects all transactions processed for payment with State funds to include the following:

- P-Card Transactions
- Catering/Dining Invoices to be processed w/ Internal Transfers
- Employee Reimbursement Requests

As part of being conscientious of spending, please be advised that the Shepherd University Catering provides these services and it is always beneficial to keep dollars on campus to support the institution rather than spending funds off campus.