

**UW-Madison
 Official Events, Hosted Events and Business Meals
 Definitions and Descriptions**

	Official Functions	Hosted Events	Business Meals
Definition	Reasonable and moderate expenditures (excluding alcoholic beverages) directly associated with a University Official Function and expense that may have a social component but substantially advances or contributes to the University's mission.	Gathering of individuals associated with a UW-sponsored event that provides the opportunity for interaction in a setting that is not purely social in nature.	A Business Meal is a breakfast, lunch or dinner with a UW business purpose attended by multiple individuals. Business Meals are not catered, do not require a signed contract, and do not require a space or room rental.
Examples	<ul style="list-style-type: none"> • Recognition functions to honor distinguished faculty, staff and students for significant, meritorious achievements. • House hunting trip for faculty or staff (restricted to employee and one spouse/significant other/companion) • Employee recognition and morale/team building events such as honoring an employee retiring or separating from the University with at least 5 years of service and annual holiday/general appreciation events (one event per department or division). • Nominal gifts excluding gift cards and cash equivalents (UW logo items only less than \$50.00) or flowers related to employee major life events such as weddings, births, or death in a family. • See Official Functions Policy for full list 	<ul style="list-style-type: none"> • Reception before/after a speaker's presentation • Conference • Training session • Seminar 	<ul style="list-style-type: none"> • Dinner with an invited speaker to discuss shared research interests. • Lunch with a faculty candidate and interview committee.
Required Forms	Official Functions Pre-Approval Form, Event/Meal Form	Event/Meal Form	Event/Meal Form
Allowable on GPR or Grant funds?	No	Yes, up to meal limits*	Yes, up to meal limits*
Allowable on non-GPR or non-Grant funds?	Yes	Yes, up to meal limits* -or- if a registration fee was collected sufficient to cover amounts over meal limits	Yes, up to meal limits*
Appropriate use of Foundation Funding	Alcohol only.	May be used for amounts in excess of meal limits and for alcohol.	May be used for amounts in excess of meal limits and for alcohol.
\$100/person total limit	Yes	Yes unless a registration fee was collected sufficient to cover amounts in excess of \$100/person	Yes
20% tip limit	Yes	Yes	Yes
Sales Tax	Non-payable/Non-Reimbursable in Wisconsin or in a state with a sales tax reciprocity agreement.	Non-payable/Non-Reimbursable in Wisconsin or in a state with a sales tax reciprocity agreement.	Non-payable/Non-Reimbursable in Wisconsin or in a state with a sales tax reciprocity agreement.
	*Meal Limits:	In-State	Out-of-State
	Breakfast	\$12	\$15
	Lunch	\$18	\$23
	Dinner	\$30	\$37
	Refreshment Break - a morning or afternoon break that is part of a larger conference or event	\$10	\$10
	Reception - a stand-alone event not associated with a specific meal	Receptions expenses on UW funding are limited by reasonableness and appropriateness standards.	
Account Codes:			
Catering	2893		
AV Equipment	2894		
Meeting Space	2895		
Food (In-state, Out-of-state, foreign)	2860, 2861, 2862		