

FAQ for Food Approvals

1. The Chair is hosting a visitor from Africa at a reception in his honor. Appetizers and wine will be served. What budget can be used?
 - Food can be purchased on a gift budget that is flagged for food within per diem amounts. Over per diem food costs and alcohol must be purchased using a discretionary budget.
2. The Chair of the department is meeting with senior faculty regarding changes to curriculum. The only time when the faculty and Chair are available for meeting is at lunch.
 - Lunch can be paid on a state budget using the food approval form, under the criteria of business meetings.
3. A department is hosting an interview candidate for a faculty position. The candidates' travel and meals are paid by the department per Travel regulations. Several faculty will have dinner with the candidate as part of the candidates' interview process.
 - Dinner for the UW faculty can be paid on a state budget with a food approval form under business meeting criteria, or on a gift budget with food approval for amounts up to per diem. Over per diem costs, and purchase of alcohol for the dinner must be paid on a discretionary budget.
4. The Chair is hosting a holiday party for faculty and staff, including light refreshments and wine. What budget can be used?
 - A holiday party, or other staff celebrations, must be paid on discretionary funds.
5. A central administrative department is interviewing several candidates for a management position. Interviews with multiple groups last throughout the day. A few of the interviewing staff take each candidate to lunch.
 - The lunch may be paid on a state budget with a food approval form indicating a business meeting.