Hosting & Meal Policy
School of Journalism & Communication

Meals/Food for Student Groups

On Campus Gatherings
• Only refreshments may be served during student events—meals (including pizza) may not be paid for unless the budget expressly authorizes Foundation funds for this purpose. Please see the “Fundraising Exception” section below.
• Generally, UO Catering should be used for all refreshments on campus for large student events/gatherings. If UO Catering is unavailable or too expensive per the event budget, a UO Catering Waiver must be submitted and approved before the event takes place.
• The meeting/gathering should last for at least two hours and a business purpose must be specified by the organizer/reimbursement requestor. “Student group meeting” will not be sufficient—the specific topics discussed and/or the meeting agenda must be documented.
• A list of those in attendance must be documented. For gatherings over 30, provide a reasonable estimate of attendees by category (e.g., # of faculty, # of staff and/or # of students)
• Reimbursement for food during recurring (weekly, monthly, quarterly, etc.) student meetings/gatherings is generally not allowed per UO Business Expense Policy.
• Faculty and staff may not serve homemade food to students.
• Student Groups Hosting Guests—Catered refreshments may be paid for with UO funds while hosting guests on campus as long as the approved student group budget contains a hosting line for this type of expense. Alcohol may not be paid for by UO funds in this case.
• Fundraising Exception—If a student group participates in fundraisers, the money raised may be used for purchasing pizza and other perishable foods not classified as “refreshments” as long as the SOJC Business Office is instructed to set aside these funds in advance for this purpose. In this case, meetings may be recurring and do not need to last 2 hours or more. A business purpose, list of attendees, and Catering Waiver form (if applicable) are still required in addition to a completed Travel & Entertainment Foundation form.
Note: This exception does not include membership fee income.

Off Campus Gatherings
• If the event takes place off-campus, prior budget authority approval is needed for any food reimbursements or direct payments to vendors.
• The gathering should last for at least two hours and an acceptable business purpose must provided as described above.
• A list of all those in attendance must be provided. For gatherings over 30, provide a reasonable estimate of attendees by category (e.g., # of faculty, staff, students)
• If a for-credit class will be meeting for an off-campus special event, please consult the SOJC Business Office for information on how to proceed.