

**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. • 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 events or general appreciation events. • 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.
Forms/Documentation	Official Functions Pre-Approval Form, attendee list, agenda/schedule (if applicable), and receipts	attendee list, agenda/schedule (if available), business purpose, receipts	attendee list, agenda/schedule (if available), business purpose, receipts
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, up to \$50 per person.	May be used for amounts in excess of meal limits and for alcohol up to \$50/person.	May be used for amounts in excess of meal limits and for alcohol up to \$50/person.
\$150/person total limit	Yes	Yes unless a registration fee was collected sufficient to cover amounts in excess of \$150/person	Yes
20% tip limit	Yes - on certain categories of expenses, not meals	No	No
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	Within Wisconsin	All Other Continental US	All Other Locations - Including International
Breakfast	\$20	\$23	\$35
Lunch	\$21	\$24	\$40
Dinner	\$35	\$43	\$60
Refreshment Break - a morning or afternoon break that is part of a larger conference or event	\$12	\$15	\$20
Reception	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		