

IS FOOD ALLOWED AT MEETINGS HOSTED BY UCOP?

START HERE:

Is this a **morale building event**?

YES

NO

Does the meeting comply with the following restrictions?

- Food allowed with pre-approval from Executive Director Kalmijn
- Maximum of \$500 or \$19 per person, whichever is less
- Only one event per department per year
- Must be held on the site of a UCOP location

See the [policy summary](#) for more details about morale building events.

Food allowed @ restricted rate

Are all attendees UCOP employees from the same location?

YES

NO

Food allowed @ this meeting

Is the meeting longer than 3 hours?

YES

NO

Food not allowed at the meeting

Does the meeting comply with the following restrictions?

- Food costs must be within policy limits and collectively cannot exceed \$74 per person per day

Meal Limits (when all attendees are UCOP employees):

- Light refreshments: \$19 per person
- Breakfast: \$27 per person
- Lunch: \$47 per person
- Dinner: \$74 per person (max allowed per day)

Meal Periods for UCOP only meetings:

- Breakfast: 7:00am to 9:00am
- Lunch: 11:30am to 1:30pm
- Dinner: 5:00pm to 7:00pm

Food allowed @ restricted rate

Meal Limits:

- Light refreshments: \$19 per person
- Breakfast: \$27 per person
- Lunch: \$47 per person
- Dinner: \$81 per person

Meal periods are based on the meeting agenda.

*It is assumed that there is a clear business reason for meals being served at all of these meetings.

[BUS-79](#)

[4-19-18 Memo from Rachael Nava](#)