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

<table>
<thead>
<tr>
<th>Official Functions</th>
<th>Hosted Events</th>
<th>Business Meals</th>
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<tbody>
<tr>
<td><strong>Definition</strong></td>
<td>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.</td>
<td>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.</td>
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</table>

**Examples**
- 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/comppanion)
- 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

**Examples**
- Reception before/after a speaker’s presentation
- Conference
- Training session
- Seminar

- 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.
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*Meal Limits:

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>In-State</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$12</td>
<td>$15</td>
</tr>
<tr>
<td>Lunch</td>
<td>$18</td>
<td>$23</td>
</tr>
<tr>
<td>Dinner</td>
<td>$30</td>
<td>$37</td>
</tr>
<tr>
<td>Refreshment Break - a morning or afternoon break that is part of a larger conference or event</td>
<td>$10</td>
<td>$10</td>
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</table>

**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