

**Food and Beverage Expenditure Policy (Non-Travel) 5.1.5****PURPOSE**

To provide guidelines for purchases of food and beverages with City funds.

**POLICY**

1. In limited circumstances, Departments may provide food and non-alcoholic beverages with City funds. All food and beverage expenditures shall be paid from each department's existing budget. Examples of situations for which City funds may be used for food and beverages include:
  - Staff training sessions where it is not practical to disrupt the session for an off-site lunch break. For this policy, staff training may be defined as development, leadership, or specialized training essential to help staff acquire subject matter expertise in their functional areas.
  - Non-regularly scheduled meetings, held during the lunch hour, where it is not practical to go off-site for lunch to complete City business or meetings held during non-business hours (i.e. early morning meetings, evening meetings, or weekends) where it is not practical or may be disruptive to go off-site to obtain food or beverages.
  - Anticipated long City Council meetings where it would not be practical for the City Council and staff to go off-site.
  - Recognition events, receptions, special events, and/or meetings where the City Council, City or Agency is hosting individuals, groups, etc. and provide food and beverage services to reflect the City's hospitality.
  - Tips are limited to a maximum of 20% of the total bill and are reimbursable for food deliveries and for restaurant wait staff.
  - Minimal food and beverage purchases, such as bagels and coffee, may be made for meetings and trainings as approved by the Department Director or City Manager. These purchases should be reasonable and appropriate for the meeting purpose and attendees. Any questionable expenses may be reviewed by the Director of Finance for appropriateness.
  - A maximum of \$1,200 plus taxes and service charges from department's existing budget for food purchases during Employee Recognition Events at the SAP Center at SAP José as outlined in the Employee Appreciation and Recognition Policy ([City Policy Manual 4.1.4](#)).
  - A maximum of \$600 plus taxes and service charges from department's existing budget for food purchases during Employee Recognition Events at the Sharks Ice at San José as outlined in the Employee Appreciation and Recognition Policy ([City Policy Manual 4.1.4](#)).

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- A maximum of \$35 per employee per year may be spent on Employee Appreciation Events, such as picnics or luncheons, but only applies to employees that attend the appreciation event as outlined in the Employee Appreciation and Recognition Policy ([City Policy Manual 4.1.4](#)).

*Note: If a training or a meeting runs through an employee's lunch, hourly employees may need to be compensated for that time. Please consult with the Office of Employee Relations.*

2. This allowance shall not result in the purchase of food and beverages for common daily work needs such as coffee services.
3. **No alcoholic beverage purchases will be reimbursed.**
4. The Department Director or designee shall be responsible for all food and beverage expenditures and shall ensure that these expenditures are reasonable and appropriate, are within budgetary limits, and are consistent with the intent of this policy.

## PROCEDURES

### General Procedures

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|---------------------------------|---|
| Supervisor                      | <ol style="list-style-type: none"> <li>1. Purchase food and/or non-alcoholic beverages using either City credit card or personal funds.</li> <li>2. Submit receipt, and Employee Reimbursement Form if personal funds were used, to Department Director or Designee.</li> </ol>   |
| Department Director or Designee | <ol style="list-style-type: none"> <li>1. Review and approve credit card statements or approve reimbursement on the Employee Reimbursement Form.</li> <li>2. Track non-travel food and beverage expenditures for the Department.</li> <li>3. If employee reimbursement is required, send Employee Reimbursement Form to Accounts Payable in the Finance/Disbursement unit for review and processing.</li> </ol> |

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Accounts Payable

1. Review food and beverage purchases for compliance with the City's Food and Beverage Policy.
2. If applicable, process employee reimbursement through Payroll.

Approved:

Jennifer A. Maguire  
City Manager

December 5, 2023  
Date