

Business Meal Categories	Internal Training	Retreats	Business Meals Involving External Parties	Events with Students	Retirement Events	Appreciation Events	Meals, Food, or Beverages for One University Employee
Definition:	Internal training refers to the process of providing education, skill development, and learning opportunities to employees within an organization. This type of training is conducted by the organization itself and is designed to enhance the knowledge, capabilities, and performance of its workforce. Internal training programs can cover a wide range of topics, including job-specific skills, compliance with company policies and procedures, leadership development, or communication and teamwork.	Employee retreats refer to organized on-site/off-site gatherings or events arranged by a department for their employees. These retreats are designed to provide a break from the usual work environment and routine, offering participants a chance to engage in team-building activities, professional development, and bonding. These retreats may involve workshops, seminars, recreational activities, and discussions aimed at improving teamwork, communication, morale, and overall job satisfaction among employees. To optimize cost-effectiveness, it is encouraged that retreats take place at properties either owned or leased by William & Mary. However, retreats held at off-campus locations require advance written approval in the form of a Travel Authorization from authorized approver.	Business meals involving external parties refer to dining occasions in which individuals or groups from the university and external participants come together for the purpose of discussing and conducting business-related matters.	Events with students primarily serve as opportunities to enhance their educational and social experiences. These gatherings, often organized by the departments or student associations, aim to foster a sense of community and engagement among students. The primary purpose of such events is to provide a platform where students can interact with their peers, faculty, and staff outside of the traditional classroom setting. These events can take various forms, including academic conferences, workshops, cultural festivals, and extracurricular activities.	Retirement events are gatherings or celebrations held to mark the end of an individual's working career and their transition into retirement. These events are typically organized to honor and recognize the retiree's contributions, accomplishments, and years of service in their profession or occupation.	Appreciation events for employees are special occasions organized by a department or university to express gratitude and recognition for the contributions, hard work, and dedication of their staff members. These events are designed to acknowledge employees' efforts and accomplishments, boosting morale, motivation, and a positive work environment. These events are typical for a group appreciation NOT individual employee recognition or appreciation.	If an employee is meeting with a non-employee who is covering his or her own business meal expense. (Prohibited on SPCC)
Examples:	Training session for faculty/staff, Workshop training sessions, Professional Development Training	Annual Planning Retreat, Leadership Retreats, Professional Development Retreats	Job Candidates, Potential Donors, Guest Speakers,	Club Sponsored Events, Commencement Activities	Employee Retirement only	Faculty/Staff Welcome Back Receptions, Year End Event, Staff appreciation events, and annual faculty/staff picnics, Employee award/recognition receptions	An employee meeting with a potential donor who pays for their own meal during a university business meal.
Duration (Timeframe of Event):	Minimum of 2 hours and Detailed Agenda must be attached to reimbursement request		N/A	N/A	N/A	N/A	N/A
Frequencies:	Once per Semester for a Internal Training or Retreat (Only one, not both)		N/A	N/A	Once Per Semester	Once Per Semester	N/A
Funding Source:	State or Local	Business Meal STATE FUND- Activities LOCAL FUND	State or Local	State or Local	Local Fund	Local Fund	Local Fund
Requirements:	Business meals that exceed per diem between 150% - 200% require Dean/VP approval and overages all allocated to a local fund Capped at 200% maximum		Business meals that exceed per diem between 150% - 200% require Dean/VP approval and overages all allocated to a local fund Capped at 200% maximum		Business meals that exceed per diem between 150% - 200% require Dean/VP approval Capped at 200% maximum		Expensed as "Single Meal- Local Funds Only" expense in CR Expenses may not exceed maximum per diem for the meal type