



Employee Events and Large Scale Social/Business Meetings

Policy No. #.# [if policy already has an assigned #; otherwise not needed]

Type of Policy: Administrative

Effective Date: July 2019

Last Revised: April 2019

External Requirement for Review: [Date, Reason] – if applicable

Compliance Reporting: [Date, Reason] – if applicable

Policy Owner: Procurement and Business Services

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1. Reason for Policy

This policy provides guidance regarding events funded with Institutional resources. This policy guidance includes events to build employee morale and large scale events/meetings with a dual purpose when employees are the primary attendees. This policy pertains to events funded with any allowable Institute funding source, including state, Georgia Tech Foundation, Georgia Tech Research Corporation, and sponsored funds. The policy provides spending limits regarding how much can be spent per attendee and guidance regarding items that are appropriate to fund with institutional resources to conduct an event.

2. Policy Statement

Units may find it purposeful or necessary to host larger scale events for employees, with the purposes of engagement, morale, team building, or recognition as the key component. Examples of employee events include employee recognitions, retirements, new employee receptions, holiday gatherings, community/social fund raising, and other seasonal events.

This policy also pertains to larger events with a dual business and social purpose that is more complex than group meals (See [Procurement of Group Meals for Employees, Students, and Official Visitors Policy](#)), but is mostly attended by employees. Examples of events with a dual purpose include retreats, faculty/employee orientation, accreditation meetings, and/or leadership sessions.

Events covered by this policy may include refreshments, food and beverages, event space, support personnel, audio/visual equipment, entertainment, decorations, and, in certain situations, gifts for employees. When an event includes gifts to employees/students, the spending limits/guidelines related to such gifts are outside the scope of this policy. Please reference the Georgia Tech [Purchase of Gifts for Employees/Students Policy](#).

When events include food and beverage, spending limits outlined in Section III of the ["Procurement of Group Meals for Employees, Students, and Official Visitors Policy"](#) must be

followed unless special approval is received by the appropriate Executive Vice President (Academic Affairs, Research, or Administration & Finance). Per person cost guidelines include the actual food and drink purchased for the event and associated taxes. Food items include meals, beverages, snacks, etc., but specifically excludes alcohol as an allowable food expense. Non-food costs are not included in the per person cost guidelines and include such things as: set-up, wait staff, delivery costs, rental equipment, entertainment, or decorations.

Serving alcohol is strongly discouraged and prohibited if the event is conducted during normal business hours or includes undergraduate students or other underage young adults as participants/attendees. If alcohol is served at an event, the organizer must comply with the [Campus Alcohol Policy](#).

The “[Procurement of Group Meals for Employees, Students, and Official Visitors Policy](#)” should also be followed to determine which items are considered allowable and unallowable. The [Food/Group Meal Documentation Form](#) must be used to document event details and ensure compliance with this policy.

Events that are catered must follow the [Catering Providers Policy](#). For catering purchases under \$300, any licensed food service provider may be used (other providers at the choice of the event sponsor - subject to Building Manager approval). For all catering purchases over \$300, for events on Georgia Tech property, only the approved, licensed caterers under contract with Georgia Tech listed in the aforementioned policy below may be used. For catering in the Student Center or Student Center Commons, only Georgia Tech Catering may be used.

In general, the selection of an event’s location and facilities used for employee and Georgia Tech business events, should be consistent with the image of Georgia Tech, conveniently located for participants, and not deemed excessive regardless of funding source. Whenever feasible, Georgia Tech on-campus space should be utilized (e.g. Global Learning Center, Academy of Medicine, etc.).

Under no circumstances, should any event or meeting that can be considered personal in nature, such as birthdays, weddings, baby showers, etc., be funded with institutional funds.

3. Scope

This policy applies to all Georgia Tech administrators, faculty, staff, researchers, students, and Georgia Tech affiliates. This policy does not prohibit individuals from hosting events with personal funds (i.e., no Georgia Tech, Georgia Tech Research Corporation, Georgia Tech Research Institute, Georgia Tech Foundation, or other Institute funding source) for personal or business-related events.

4. Definitions

Terms specific to this Policy. Where possible, use terms from the Master Glossary of terms that apply to this policy.

Term	Definition
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Term	Definition
Term	Definition

5. Procedures

Procedures outline how the policy’s requirements will be met.

5.1 Sub-Heading	
Subject	Procedure
Subject	Procedure

5.2 Sub-Heading	
Subject	Procedure
Subject	Procedure

6. Forms

Links to any forms needed to meet the policy’s requirements. Use of links recommended, however, forms can also be uploaded directly to the policy page, if necessary.

Title	Link
Alcohol – On campus	TBD
Alcohol – Off campus	TBD

7. Frequently Asked Questions

Optional: Link to policy owner’s webpage containing policy specific FAQs.

8. Responsibilities

List the units or individuals who are responsible for aspects of the policy (e.g., colleges, departments, offices, faculty, students, employees, etc.). Summarize the major responsibilities

– the “what” not the “how” of the responsibility. Details of “how” should be in the procedures section.

8.1. Responsible Party

8.2. Responsible Party

9. Related Information

Resource	Link
Georgia Tech Allowable Cost Matrix	http://www.s1.controller.gatech.edu/allowable-cost-matrix-0
Georgia Tech Employee Group Meals Policy	http://policylibrary.gatech.edu/business-finance/procurement-group-meals-employees-students-and-official-visitors
Campus Alcohol Policy	http://www.policylibrary.gatech.edu/campus-alcohol-policy
Georgia Tech Gift Purchase Policy	http://www.policylibrary.gatech.edu/employment/purchase-gifts-employeesstudents
Georgia Tech Catering Providers Policy	https://policylibrary.gatech.edu/campus-use-facilities/catering-providers-policy

10. Policy History

Revision Date	Author	Description
XX-XX-XXXX	Office, Department/Unit	[Brief & specific description of change]
XX-XX-XXXX	Office, Department/Unit	[Brief & specific description of change]