"Creating an excellent college experience"

Date Created: January 2012 Date Revised/Reviewed: November 2016	Policy Number: 116
Section: **Operations**	
Subject: **Customer Service Block Meal Plan Usage**	

Customer Service Block Meal Plan Usage Policy:

Customer Service Block Meal Plans are only to be used to create a better college experience for Dining Services customers. This policy is meant to correlate directly with USU Policy 516 which states:

> "There are occasions when extending hospitality through meals and entertainment is in the best interest of the University. To be reimbursable, these meals (either on- or off-campus) and entertainment expenses must be essential to University business.
>
> The University reimburses employees only for expenses that are related to the conduct of the University's business. We rely upon our employees to exercise restraint and good judgment in committing University funds."

All usage of Customer Service Block Meal Plans is to be tracked by each individual manage. **Due to the complexity of the tracking, it is recommended that you purchase only 25 Block Plans.**

Procedure:

1) When a Block Meal Plan is purchased, the P-Card holder will fill out a Meals and Entertainment form from Purchasing.
   a. Under Business Reason enter: 75. 50, or 25 Customer Service Block Plan
   b. Under the Person's Entertained Section enter: See Customer Service Log
   c. Under the Expense Detail Section enter: USU Card Office
2) Each Cardholder will Create a Folder in their own Box Account Titled **Customer Service Block Meal Plan**
   a. Meal plan log as well as receipts are kept in this folder
3) Use **Customer Service Block Meal Plan Log (116a)** to track usage
   a. Enter Card Number at the top of the log
   b. Enter Beginning Number of meals at the top of the log
   c. Each usage:
      i. Enter date
      ii. Enter location where card was used
      iii. Enter business purpose
      iv. Enter name(s) of individual – one per line
      v. Enter title and affiliation of the individual
      vi. Enter university or company where the individual is with
      vii. Enter number of meals used
   d. Scan itemized receipt and save to folder with the date of the transaction as the name of the scan
4) When meal card is empty
   a. Attach log and all itemized receipts to original transaction in Xtender or send the information to the Business Manager to have it attached.