



# ALCOHOL

Reimbursement/payment for alcohol is limited to the following 3 instances only:

# 1

## Business functions involving non-employees of the University

### Allowed When:

- Hosting a donor or guest speaker
- Collaborating with an external visitor

### Not Allowed For:

- A college or student reception
- A retirement function

# 2

## Recruiting Meals

For those involved in the decision making process

# 3

## Conference accounts when consumed by conference attendees and when reimbursement is made by participants or sponsors of the conference



Alcohol must be charged to a Non-General Fund account and must use object code 6474



Consumption of alcohol on campus must comply with the Board of Trustees Ordinance 21.00 Alcoholic Beverages

See [Section 45](#) of the Manual of Business Procedures for additional details

**NEED MORE HELP?**

Contact Accounting at 517.355.5000 or at [accounting@ctrl.msu.edu](mailto:accounting@ctrl.msu.edu)