

Type of Food & Beverage		Method of Payment	
		For Consumption <u>ON Campus</u>	For Consumption <u>OFF Campus</u>
Commercially Prepared Food ¹	Catering	49er Mart (Chartwells ONLY)	P-card with Hospitality Profile
	Business Meals ²	P-card with Hospitality Profile ³	P-card with Hospitality Profile
Prepackaged Items		P-card with Hospitality Profile	P-card with Hospitality Profile
Subsistence Meals in Travel Status ⁴		Not Applicable	Travel Reimbursement & Expense Report

1. It is not permitted to use University funds to purchase commercially prepared food off campus and bring it onto campus for consumption.
2. The University defines "Business Meal" as a meal that includes more than one person and has a bona fide business purpose deemed essential to the University's mission. **Note: A business meal must include at least one person not affiliated/employed with UNC Charlotte.**
3. When using University funds, business meals consumed on campus should be purchased from contractually provided food vendors (e.g., 49er Bistro, Starbucks, Chick-fil-A, Einstein Bros. Bagels).
4. Current subsistence rates can be found in the Travel Forms Package or Travel Manual referenced below.