

Guidelines for Financial Reimbursement for Alcohol and Food at GMS Student Events

This document provides the guidelines under which the GMS office will reimburse GMS students, student organizations or student groups for purchase and consumption of alcohol and food at GMS student-sponsored events. Best practices and recommended guidelines for events sponsored by GMS faculty and programs are provided for policy consistency. These guidelines apply to all campus and off-campus GMS events at which alcohol is served and consumed.

In all cases, the BUMC Alcohol Guidelines apply regarding the service and consumption of alcoholic beverages at BUMC events: <http://www.bumc.bu.edu/busm/faculty/alcohol-guidelines/>

Student Groups Sponsoring an Event

- **Reimbursement for Alcohol at Student-sponsored Events:** GMS will reimburse one (1) alcoholic single-serving drink per BU student or prospective student for an event sponsored by a GMS student organization or group. Food must also be served at the event. If wine is served at a meal, one standard bottle of wine (750 mL) is equivalent to 6 servings. Alcohol may only be served at an establishment or by a caterer licensed to serve alcohol.

Two itemized receipts are required for reimbursement:

1. An itemized receipt with only the alcoholic drink charges must be provided for reimbursement and the number of alcoholic drinks must be consistent with the number of attendees at the event.
 2. A separate itemized receipt for food served at the event must be provided for reimbursement at the same time.
 3. Submit receipts and a copy of the pre-approved Event Budget Form within 2 weeks after the event to the GMS liaison of the student group.
 - a. Kimberly Arena (krarena@bu.edu) – liaison for BPSO, GMSSO
 - b. Farrah Belizaire (farrah@bu.edu) – liaison for MISO
 - c. Dr. Amanda Bolgioni-Smith (abolgion@bu.edu) – liaison for STEP UP, WPDC
- A single receipt with both alcoholic drinks and food charges will **NOT** be accepted for reimbursement.
 - Per BUMC Alcohol Guidelines, an “open bar” or direct purchase of alcohol is not permitted. The BUMC Alcohol guidelines stipulate that alcohol may not be the primary focus of an event sponsored by a BUMC student organization.

Best Practices and Recommended Guidelines for GMS Faculty and Program-sponsored Events

For events such as those for recruitment and interview of prospective students on behalf of GMS programs, GMS recommends:

- Separate and itemized receipts for food and alcoholic beverages that are consistent with the number of attendees at the event
- On-campus GMS-sponsored events with faculty present at the event are governed by provisions in the BUMC Alcohol policy.