

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 47)

10 August 2021

Crozet Hall Dining Policy

1. **Purpose:** To establish a Post-wide policy for personnel other than cadets to dine in Crozet Hall. This policy applies to all VMI employees and guests of the Institute.

2. **General**

Department personnel is to assist the coaching/administrative team in their specific duties considered mission essential. Examples of such duties include: pre- and post-game meals, pre- and post-trip meals, two-a-

cash. All individual meals must be paid for before they are served. All employees will ensure they are appropriately attired for the meal. Exceptions to this individual meal policy may include visiting foreign faculty and exchange students. These meals may be paid by the department sponsoring the visiting faculty or exchange student. These individuals will complete the dining sign in sheet located in the serving area, entering their department as the department to be charged.

4. **Accountability** shall bill each department (typically monthly) for employee meals eaten in Crozet Hall. Each department shall review billing Office any unauthorized meals. Personal and/or unauthorized meals paid by the Institute shall be considered a form of remuneration and therefore incur a fringe benefit included in taxable wages per IRS regulations. Authorized meals paid by the Institute shall not be included in taxable wages.

5. **Senior Executive Report Responsibilities:**

Each senior executive shall:

- A. Ensure employee compliance with the Crozet Hall Dining Policy.
- B. Provide a list of employee meals considered unauthorized (non-mission critical) which must then be included in employee income.
- C. Ensure adequate funding for departmental meal charges.

FOR THE SUPERINTENDENT

Gary A. Bissell
Colonel, USAR (Ret)
Acting Chief of Staff

OPR: FAS