



Office of the Vice Chancellor for Research and Graduate Education

UNIVERSITY OF WISCONSIN-MADISON

OVCERGE Alcohol Policy

This policy will assist in determining appropriateness of charges and reimbursement requests related to events where alcohol may be served. The purpose of this policy is to ensure safety, uphold the trust of donors and to set a level of reasonableness for these events. It is critically important to understand that, as stated in UW-Madison Alcohol Beverage Regulations, alcohol beverages are considered an event amenity, should never be the sole focus of the occasion, and the minimum legal drinking age must be observed. Finally, please consider carefully whether alcohol really needs to be a part of the work-related event; specifically, we ask that you review whether it is appropriate to the event and the university business being conducted.

1. Per [WFAA policy](#), the combined cost of meals and alcohol cannot exceed \$100 per person. This includes the portion that UW-Madison can pay for meal and non-alcoholic drink reimbursement.
2. OVCERGE will typically use a \$20/2 drinks per person maximum as a 'reasonableness test' for alcohol reimbursement.
3. The cost per bottle of wine maximum is \$50.
4. OVCERGE will only approve alcohol reimbursement requests for alcohol served between 3 PM and 9 PM.
5. WFAA cannot pay for expenses considered allowable costs to be paid by UW-Madison. Please be sure those expenses are split out and submitted through UW-Madison channels prior to submitting requests to WFAA for payment.
6. The OVCERGE reserves the right to deny reimbursement requests for alcohol deemed excessive.
7. Alcohol beverage service permits must be in place, per UW Madison policies.
8. The OVCERGE will not approve of students filling the role of Responsible University Employee. Please identify faculty, staff or postdocs to serve as Responsible Employee.

If a reimbursement request does not align with these policies, it may be denied in its entirety. Reimbursement or vendor payment will then become the personal responsibility of the party responsible for the event.

This policy is *immediately* in effect. Thank you for your cooperation.

Helpful links:

UW-Madison Alcohol Beverage Regulations:

<https://alcoholpermit.wisc.edu/services/AlcoholPolicyFinal.pdf>

UW-Madison Alcohol Beverage Regulations FAQ:

<https://alcoholpermit.wisc.edu/services/FAQrev1.pdf>

WFAA Fund Disbursement Policy: <https://about.uwadvancement.org/policies/wfaa-fund-disbursement-policy/>