



**Office of the  
Vice Chancellor for Research**  
UNIVERSITY OF WISCONSIN-MADISON

**OVCR 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 \$150 per person. This includes the portion that UW-Madison can pay for meal and non-alcoholic drink reimbursement.
2. OVCR will typically use a \$30/2 drinks per person maximum as a 'reasonableness test' for alcohol reimbursement.
3. The cost per bottle of wine maximum is \$75.
4. OVCR 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 OVCR 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 OVCR will not approve of students filling the role of Responsible University Employee. Please identify faculty, staff or postdocs to serve as Responsible Employee.
9. The Vice Chancellor for Research has delegated authority for approval of permits to the Associate Vice Chancellor for Finance & Administration. No Center employees may approve permit applications.
10. Please work through the Center Administrator before submitting a request; Center Administrators and Directors must be aware of any alcohol beverage service.

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.

**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/>

**Office of the Vice Chancellor for Research**

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