VIRGINIA MILTARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 47) 16 October 2026

Crozet Hall Dining Policy

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

2. General: Crozet Hall, to include the balcony area, is the primary dining facility for the VMI Corps of Cadets. VMI Faculty, Staff, and guests are authorized to dine in Crozet Hall. Operating guidelines for the Crozet Hall balcony are contained in Appendix B.

   A. Cadet Dining - The dining regimen and food service operation in Crozet Hall are designed for the VMI Corps of Cadets and are based on the cadet's daily schedule. This schedule is designed to allow cadets sufficient time to accomplish their numerous requirements, which includes dining.

   B. Faculty and Professional Staff - There are special circumstances described in paragraph 4 below that allow specified VMI employees and other individuals to dine in Crozet Hall to directly support the overall mission and operational needs of the Institute.

   C. General Employee Dining - Crozet Hall is available for general employee dining. The Preston Café in Preston Library and The Post Exchange in Lejeune Hall are also available for employees to purchase food on Post. For those employees bringing food from off-Post, there are many locations across Post where employees can eat in specially designated break rooms or in other areas designated by building coordinators.

3. Two options are available to dine in Crozet Hall: (i) dine as an official meal with charges to the employee's / host department, and (ii) dine as an employee / host using the point-of-sale system and charge to your personal credit card. To qualify as an official meal, the following components must be present:
   - **Must be approved in advance by the Superintendent or designee.**
   - **Must be essential to the Institute's mission and is an official necessity.**
   - **Must involve substantive and bona fide professional or official discussions.**
   - **Must include a list of all persons involved in the meal and the reason for the meal.**
   - **Generally, must include outside guests or cadets (a group of employees meeting for lunch in Crozet Hall typically does not qualify as an official meal)**

4. Special Circumstances: In certain situations, it is appropriate for VMI employees to dine in Crozet Hall to fulfill mission essential activities, such as cadet development (leadership, academic, athletic), cadet oversight, or out of operational necessity. These meals will be billed to the employee's department. Employees will scan a valid and current VMI issued ID on the scanner system located in the serving area.

5. The following instances have been approved for individuals other than the Corps of Cadets to dine in Crozet Hall:

A. VMI Teaching Faculty and Administrative and Professional Faculty - The Dean will support meals each month for Teaching Faculty and Administrative and Professional Faculty who are acting in their official capacity as faculty advisers, class advisers, language table supervisors, etc. This requires prior approval by the Office of the Dean. All Teaching Faculty and academic Administrative and Professional Faculty members must utilize the VMI ID Card scanner system located in the serving area.

B. Athletic Department Staff – Members of the athletic department may be authorized to dine in Crozet Hall in accordance with guidance issued by the VMI Director of Intercollegiate Athletics. The intent of providing dining privileges to certain Athletic 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-day practices prior to the Corps return from furlough, graduate assistant athletic training duties, quality and control of nutrition, coaching or counseling services, and team development. Athletic Department members must scan their VMI ID Card at the ID Card Scanner located in Crozet Hall. Athletic staff members will wear appropriate clothing when dining in Crozet Hall. Athletic attire such as coaching gear, shorts, and warmups are not authorized. However, when teams are eating a pre-trip or pre-game meal in their VMI travel suit, coaches are allowed to eat in similar attire.

C. Commandant's Staff – Members of the Commandant's staff, including Tactical Officers, Officers-in-Charge (OC), Assistant Officers-in-Charge (AOC), etc. are authorized to dine in Crozet Hall while performing official duties as approved by the Commandant. These personnel must scan their VMI ID Card at the ID Card Scanner located in Crozet Hall.

D. Finance and Support (F&S) Staff – F&S personnel are authorized to dine in Crozet Hall with state or federal agency visitors or contracted vendors while conducting official business on behalf of the Institute. When extenuating circumstances occur (i.e. inclement weather or other events demanding F&S staff presence for extended periods), it may be appropriate to dine in Crozet Hall for the convenience of the Institute. Employees must scan their VMI ID Card at the ID Card Scanner. The Deputy Superintendent for F&S shall approve these meals in advance.

E. Guests – Only guests on official Institute business should be invited to dine in Crozet Hall. This policy excludes family members of VMI employees. Guests must be escorted by a VMI employee with a valid VMI ID Card; the employee will use their VMI ID Card to scan in all guests.

F. Special Events – There are occasions, usually around the holiday period, when the Corps of Cadets will invite employees to dine in Crozet Hall. Other infrequent events may occur, such as the annual Christmas luncheon, where employees are invited to dine. There is no requirement to provide a VMI ID Card for this event.

G. Other – The additional direct reporting officials to the Superintendent may authorize VMI employees to dine in Crozet Hall under the same criteria as listed above. All senior officials will ensure employee adherence to established procedures for dining in Crozet Hall.

H. Individual Meals – All employees are authorized to eat lunch in Crozet Hall during posted lunch hours Monday through Friday during the academic year. Employees will pay Parkhurst for their meal at the published meal rate. Parkhurst provides a point of sale system to collect payment for lunch and will accept credit cards and debit cards. 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 be escorted by a VMI staff member with a valid VMI ID Card; the staff member will use their ID Card to account for the guest meals.

6. **Accountability**: The VMI Comptroller's Office shall bill each department (typically monthly) for employee meals eaten in Crozet Hall. Each department shall review billing details to ensure employee dining appropriateness and shall report to the Comptroller's 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. Official meal card scanning and billing guidelines are outlined in Appendix A.

   VMI Faculty and Staff can pay for their own meal using their personal debit or credit card at the self-pay kiosk. If the staff member is conducting official business, they can seek reimbursement for the meal using the travel voucher process. To be eligible for reimbursement of this expense, the individual seeking reimbursement must demonstrate that such meals are essential to the Institute's mission and are a business necessity. Official meals shall also involve substantive and bona fide business discussions.

7. **Senior Executive Report Responsibilities**:
   Each senior executive shall:
   A. Ensure employee compliance with the Crozet Hall Dining Policy.
   B. Provide to the Comptroller's Office 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

Travis Homiak
Colonel, USMC (Ret.)
Chief of Staff

OPR: F&S/Auxiliary Services

Appendix A: Official Meal Card Scans and Billing

In order to qualify as an official meal, the following components must be present; must be approved in advance by the Superintendent or designee, must be essential to the Institute's mission and is an official necessity, must involve substantive and bona fide professional or official discussions, must include a list of all persons involved in the meal and the reason for the meal, and generally, must include outside guests or cadets.

(a) **Regularly Scheduled Events** (e.g., Weekly Bible Study Sponsored by the Chaplain's Office): These meals are regularly scheduled events sponsored by a department and occur on a frequent basis, regardless of the meal. The departments should coordinate with the Parkhurst Business Office at x7374 and arrange for a separate billing based off the number of faculty and staff and the frequency of the meals. This information will be provided to Accounts Payable for processing and validation by the department who owns the event. **No card scan is necessary.**

(b) Cadet / Faculty Advising Meals: These meals are paid for by the Dean of Faculty and are intended to provide an official meeting time between cadets and their faculty advisors and typically take place at lunch (1100 -1300). Faculty advisors will scan their VMI ID card, and the system will record the name, date, time, and department. This information will be provided to VMI Accounts Payable and forwarded to the Dean's office for validation and payment. **A card scan is required.**

(c) Faculty and Staff on Assistant Officer in Charge (OC/AOC) Duty: These meals are typically at supper (1730-2000) and on the weekends and are intended for the OC/AOC to ensure cadet discipline in Crozet Hall and provide quality assurance of food service operations at supper. The OC/ AOC will scan their VMI ID card, and the system will record the name, date, time, and department. This information will be provided to Accounts Payable and forwarded to the Commandant's Office for validation and payment. **A card scan is required.**

(d) **Athletic Department Coaches' Meals**: These meals are typically (1100-1300) lunch and supper (1730-2000) and are for the purposes of dining with the team athletes or for recruiting purposes. The AD staff member will scan their VMI ID card, and the system will record the name, date, time, and department. This information will be provided to Accounts Payable and forwarded to the Athletic Department for validation and payment. For recruiting purposes, coaches will scan their ID card multiple times to account for the number of recruits in their party at that meal. **A card scan is required.**

(e) ROTC Staff: ROTC staff conducting official business meals in Crozet Hall will scan their VMI ID card and the system will record the name, date, time, and department. This information will be provided to Accounts Payable and forwarded to the ROTC departments for validation and payment. **A card scan is required.**

(f) Official VMI Meals: VMI staff who have a necessity to conduct business over a meal period in Crozet Hall or do to work requirements must consume a meal in Crozet Hall will scan their VMI ID card and the system will record their name, date, time, and department. This information will be provided to Accounts Payable and forwarded to the department for validation. VMI Staff will scan their card multiple times to account for any guests in their party. **A card scan is required.**

Staff can, at any time, pay for their own meal using a credit or debit card. They can seek reimbursement using a travel voucher where applicable.
Any meal consumed that is not paid for by some method is considered theft.

Appendix B: Use of Crozet Balcony

The Crozet Balcony is a formal dining area located on the 200 level of Crozet Hall overlooking the main dining area. It is a place of special significance and will not be used routinely for dining or meetings. Examples of appropriate use include, but are not limited to, special guests of the Superintendent visiting VMI (e.g. BOV members, legislators, etc.).

Use of the Crozet Balcony by non-Superintendent requests will be approved by the Office of the Chief of Staff using the approved scheduling software reserving facilities and spaces on Post.

Crozet Hall offers limited Audio-Visual capabilities. All users who wish to have A/V capabilities must coordinate with Auxiliary Services at least 5 working days prior to the event. Each request must include an electronic copy of any slides or video clips to be used in the event.

Any use of alcohol in the Crozet Balcony must be approved by the Chief of Staff.