

Budgeting and Managing a Valuable Employee Perk

edX.org

Amanda Theodore, Senior Administrative Assistant

Company Favorites: Café 472, Tossed, Fuji



The Challenge

For a not-for-profit organization managing expenses is a top priority. EdX, a non-profit, online education destination, is no exception. Created by founding partners Harvard and MIT, edX offers interactive online classes and massive open online courses (MOOCs) from the world's best universities including MIT, Harvard, Berkeley, and UT. To attract and retain talented employees from the Boston area, edX offers competitive salaries, a generous benefits package, and free lunch every day.

When edX began, feeding 15 employees a catered group lunch was a fairly easy task. As the organization grew—currently there are 110 employees and plans for further growth—managing a catered group meal became more time consuming and costly.

“Because we could only order from one vendor each day, we were limited to the types of food we could offer,” shared Amanda Theodore, edX Senior Administrative Assistant. “If employees didn’t like the food options offered that day they would pass on the free lunch, which would result in wasted food.”

Additionally, as a 501c3 tax-exempt organization, ensuring that restaurants honored the tax exempt status proved challenging. This caused edX to limit itself to using a small number of caterers. When new caterers were added, office managers often spent extra time requesting sales tax refunds from vendors that did not understand the exempt status.

The organization turned to Seamless to manage its food expenses, reduce the amount of wasted food, and offer employees more food choices.

The Seamless Solution

Since July 2013, edX has been using Seamless to manage its employee lunch program. Everyone in the Cambridge office has a Seamless username and password to order their own meals, and individual spend limits are easily enforced. Employees have a daily budget, but with Seamless, if they want a more expensive meal they can easily use their personal credit cards to pay the difference.

Employees can now place individual orders and choose meal options from six different local restaurants. With Seamless, employees have

more food choices, including Mediterranean and Indian, and can tailor their lunch to their dietary needs, e.g. vegetarian, gluten free, dairy free, and vegan.

“New hires love hearing they get a free lunch and can order what they want,” says Amanda. “And our employees love the flexibility and added menu options that Seamless provides us.”

On Thursdays, a catered lunch is ordered and internal groups are encouraged to plan team lunch meetings on that day. edX estimates that 80% of its employees eat together on Thursdays, giving colleagues an opportunity to collaborate, socialize, and foster closer working relationships.

The Result

In addition to reducing the number of food-related invoices it processes each month to two, edX has significantly decreased the amount of time office managers spend placing food orders or requesting tax refunds from caterers. More impactful is the cost savings the organization has experienced, resulting in a savings of over \$2,500 a week for the organization.

Additionally, with Seamless, edX now has access to consolidated reports to show how much the organization and individuals spend on food and which vendors are used most often. This added insight helps the organization identify over spenders and improve its expense ratios.

About Seamless

Seamless is an online food ordering service that makes it easy to feed the office. We provide companies and their employees with access to more than 30,000+ restaurants and caterers, offering fast and convenient online ordering and sending just one invoice for all orders placed. From individual meals and late-night group orders, to catered meetings and blowout parties, Seamless makes it easy to keep hungry offices happy.

CLICK: seamless.com/business

CALL: 800.905.9322

WRITE: plateful@seamless.com

seamless
partners with **grubHub**