

Procedure: Meals for Local Meeting Attendance

The following procedures are set forth for the purpose of establishing a positive system of control for the reimbursement of employees' meals when the employee is not traveling, but is required to incur the cost of a meal while engaging in ESD business. To facilitate an employee's participation and attendance at important local meetings where ESD business is being conducted, ESD may reimburse an employee for the cost of the employee's meal.

As a general rule, ESD does not pay for meals in the normal course of its employees' daily business. However, in special situations or unique occasions as determined by the Superintendent or authorized designee, ESD may reimburse an employee for their meal. A special situation or unique occasion exists where:

1. A meeting is scheduled, the purpose of which is to conduct ESD business;
2. The business meeting occurs during times when the employee would typically consume breakfast, lunch or dinner;
3. The meal is an integral part of the meeting, event or training session;
4. Approval for payment of the meal is obtained *prior* to the meeting, event or training session; and
5. The claim is substantiated by a receipt for the actual cost of the employee's meal, plus customary gratuities (limited to 15%). Note that when an establishment requires a mandatory gratuity for a group meal in excess of 15%, that cost shall be allowable as documented on the receipt. Total costs should still be within daily per diem limit.

ESD will reimburse or pay the actual cost for the employee's meal up to a maximum amount of the meal per diem rate that would be paid if the employee were on travel status. Request for reimbursement must include justification supporting the authorization for payment of the meal, including the purpose of the meeting and the name of the organization or persons (other than the ESD employee) attending the meeting. Reimbursement costs for local meeting meals should be reported on the [Form 6213-F1 Travel Reimbursement Claims](#) as an "Other" cost or charged on an ESD purchasing card. Meal costs for meeting attendance should be charged to object code "7600 Training, Meeting & Conference Registration".

Up to \$5.00 per meal (including customary tips or gratuities) may be reimbursed without a receipt.

Reimbursement for alcoholic beverage expenses is prohibited.

Funding Provisions - Department of Education

For meal costs to be funded from grant awards, the Superintendent or authorized designee must determine, based on information provided, that the meeting is consistent with the approved application and is reasonable and necessary to achieve the goals and objectives of the grant award.

Documentation should provide evidence that the primary purpose of the meeting is to disseminate technical information:

- Information on specific programmatic requirements

- Best practices in a particular field,
- Theoretical, empirical or methodological advances made in a particular field
- Training or professional development
- Plan / coordinate work being done under the grant

Consideration should always be given as to whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost.

Costs must be allowable as reasonable and necessary under all applicable statutory and regulatory requirements, especially under the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards".

In particular,

- Federal grant funds cannot be used to pay for alcoholic beverages; and
- Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion and social activities.

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