Business and Social Meals

Business Meals. The Department of Accounts (DOA) has promulgated regulations about how state funds may be spent. These regulations are published in the Commonwealth Policies and Procedures (CAPP) Manual.

According to the CAPP Manual, business meals occur while the individual is on official business and must:

1. include Agency Head or designee approval,
2. involve substantive and bona fide business discussions, documentation for which must be attached to the bid sheet, and include the original, itemized receipt,
3. list by name all persons involved in the meal and the reason for the meal. If the reimbursement is for a group of conference participants, identify the number of people fed and an explanation of additional meals, if necessary (e.g., coverage of walk-ins),
4. be reimbursed for actual expenses up to the amount shown for the applicable meal in the M&IE Rate Table, excluding the incidental allowance.

NRCC’s Agency Head is the President and the designee is the Vice President for Finance and Technology. The President’s approval for business meals must be obtained on the Business Meal Request Form on the Forms section of the Business Office webpage. The M&IE Rate Table is published in the Travel Regulations section of the CAPP Manual.

Social Meals. The CAPP Manual does not permit state funds to be used for social meals or events. These meals and events shall be paid with local or private funds. Please contact the Business Manager or the Associate Vice President for Finance and Technology for general information about local funds. If you work for a manager that has a local fund account, you may wish to ask that manager for permission to use these local funds for social meals or events.

Employee Recognition Events. The Department of Human Resource Management (DHRM) has authorized the use of state funds for certain or selected events related to
business but also are social in nature. These events honor separating employees, and at NRCC, have occurred as receptions. Please refer to the M&IE Rate Table in the Travel Regulations for the amounts permitted for these meals or receptions. DHRM permits other means of recognizing employee accomplishments or achievements. Please contact NRCC’s Human Resource Office for more information.

**Purchasing Procedures for Business or Social Meals.** Normal purchasing procedures shall be followed in acquiring items for business or social meals. For employee recognition events, additional requirements include having the President sign the bid sheet and recording the following statement on the bid sheet: “Employee Recognition Event”. This statement is necessary so when auditors or others review the bid sheet they will not expect to find a roster of attendees, and an agenda that is required for business meals. For meals paid with local funds, a roster of attendees and agenda is not required, and the cost of the meal is not limited by the M&IE Rate Table in the Travel Regulations.