

## Business Meals Documentation For Sponsored Projects

While there is no one definition, the consensus at the federal level appears to be that business meals are "working" meals where food and beverages are brought in to the meeting room while discussions continue. This interpretation has been indicated emphatically in discussions with the policy offices of both the Department of Health & Human Services (DHHS) and the National Science Foundation (NSF). The issue is whether or not it is necessary to "break" for lunch. When this happens, as in the case where a meeting is interrupted to physically travel to a restaurant, the meal is no longer considered by these agencies to be business in nature. Please note that alcoholic beverage cannot be charged to your sponsored project.

Requesting department: \_\_\_\_\_

Chart field to be charged

Org	Fund	Project	Program	Account	User Def
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\_\_\_\_\_

Date(s) of meeting: \_\_\_\_\_

Meeting location: \_\_\_\_\_

Planned times of meeting: from: \_\_\_\_\_ to: \_\_\_\_\_

Meeting agenda (attach copy if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Non-employees attending names and affiliation (attach list if necessary):

\_\_\_\_\_  
\_\_\_\_\_

University staff attending; names and affiliation (attach list if necessary):

\_\_\_\_\_  
\_\_\_\_\_

Total costs: \_\_\_\_\_

Vendor: \_\_\_\_\_

List food items to be purchased: \_\_\_\_\_

Are costs budgeted in the original proposal for this purpose?    Yes    No

Are expenses to be reimbursed from participant fees?    Yes    No

I certify that the refreshments/food being served directly benefits, and is a necessary function of, the sponsored project being charged.

\_\_\_\_\_  
PI Signature

\_\_\_\_\_  
Date