**Federal Grant - Employee Only Meal Expenses**

When certain meals are an integral and necessary part of a meeting or conference, and clearly align with the proposed scope of work, grant funds may be used for such meals unless specifically prohibited by the grant. Recurring business meetings, such as staff meetings, should not be considered meetings for the primary purpose of disseminating technical information in order to justify charging meals or refreshments costs to grants. Business meals may not be charged as project costs when individuals decide to go to breakfast, lunch, or dinner together when no need exists for continuity of a meeting.

**Website:** https://accounting.unl.edu/policies/guidelines-funding-non-travel-related-meals-and-receptions

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**Funding Non-Travel Meal Expenses**

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**Is this an employee only event?**

- **YES**
  - The expense cannot be paid for with this funding source
  - Submit payment request to AP with the following attached:
    - List of attendees
    - Attendees place of employment/headquarter city
    - For 21, 22 or 23 Cost Objects – Prior written approval form signed by the VCBF

- **NO**
  - Is this a training/educational program that the VCBF has approved? See website for qualifying criteria.
  - **YES**
    - The expense cannot be paid for with this funding source
    - Submit payment request to AP with the following attached:
      - List of attendees
      - Attendees place of employment/headquarter city
      - For 21, 22 or 23 Cost Objects – Prior written approval form signed by the VCBF
  - **NO**
    - Is this a non-recurring, integral and necessary conference/meeting expense that clearly aligns with the scope of work for the grant? *See note below.*
    - **YES**
      - Examples of types of meals submitted directly to the Foundation: retirement/holiday parties, Boss’ Day events, receptions, snacks, etc.
    - **NO**
      - The expense cannot be paid for with this funding source

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**Does the expense meet one of the following guidelines:**

- **YES**
  - Submit payment request to AP with the following attached:
    - List of attendees
    - Attendees place of employment/headquarter city

- **NO**
  - The expense cannot be paid for with this funding source

- **Grant Funds**
  - 24 or 25 Cost Objects
  - Is this a non-recurring, integral and necessary conference/meeting expense that clearly aligns with the scope of work for the grant? *See note below.*
  - **YES**
    - Examples of types of meals submitted directly to the Foundation: retirement/holiday parties, Boss’ Day events, receptions, snacks, etc.
  - **NO**
    - The expense cannot be paid for with this funding source

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**Grant Funds**

- 26 Cost Objects
- Is this an employee only meal for staff/faculty meetings, advisory meetings, department retreats, etc.? VCBF approval is not required.
  - **YES**
    - Examples of types of meals submitted directly to the Foundation: retirement/holiday parties, Boss’ Day events, receptions, snacks, etc.
  - **NO**
    - The expense cannot be paid for with this funding source

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**Foundation Funds**

- 27 Cost Objects
- Is this expense allowed by the grant?
  - **YES**
    - Examples of types of meals submitted directly to the Foundation: retirement/holiday parties, Boss’ Day events, receptions, snacks, etc.
  - **NO**
    - The expense cannot be paid for with this funding source

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**State Aided or Self Supporting Funds**

- (21, 22 or 23 Cost Objects)
- Is this a training/educational program that the VCBF has approved? See website for qualifying criteria.
  - **YES**
    - The expense cannot be paid for with this funding source
    - Submit payment request to AP with the following attached:
      - List of attendees
      - Attendees place of employment/headquarter city
      - For 21, 22 or 23 Cost Objects – Prior written approval form signed by the VCBF
  - **NO**
    - Is this an employee only meal for staff/faculty meetings, advisory meetings, department retreats, etc.? VCBF approval is not required.
      - **YES**
        - Examples of types of meals submitted directly to the Foundation: retirement/holiday parties, Boss’ Day events, receptions, snacks, etc.
      - **NO**
        - The expense cannot be paid for with this funding source

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**Grant Funds**

- 24, 25 or 26 Cost Objects
- Is this expense allowed by the grant?
  - **YES**
    - Examples of types of meals submitted directly to the Foundation: retirement/holiday parties, Boss’ Day events, receptions, snacks, etc.
  - **NO**
    - The expense cannot be paid for with this funding source

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**Foundation Funds**

- 27 Cost Objects
- Is this expense allowed by the grant?
  - **YES**
    - Examples of types of meals submitted directly to the Foundation: retirement/holiday parties, Boss’ Day events, receptions, snacks, etc.
  - **NO**
    - The expense cannot be paid for with this funding source

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**State Aided or Self Supporting Funds**

- (21, 22 or 23 Cost Objects)
- Is this a training/educational program that the VCBF has approved? See website for qualifying criteria.
  - **YES**
    - The expense cannot be paid for with this funding source
    - Submit payment request to AP with the following attached:
      - List of attendees
      - Attendees place of employment/headquarter city
      - For 21, 22 or 23 Cost Objects – Prior written approval form signed by the VCBF
  - **NO**
    - Is this an employee only meal for staff/faculty meetings, advisory meetings, department retreats, etc.? VCBF approval is not required.
      - **YES**
        - Examples of types of meals submitted directly to the Foundation: retirement/holiday parties, Boss’ Day events, receptions, snacks, etc.
      - **NO**
        - The expense cannot be paid for with this funding source

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**Grant Funds**

- 24, 25 or 26 Cost Objects
- Is this expense allowed by the grant?
  - **YES**
    - Examples of types of meals submitted directly to the Foundation: retirement/holiday parties, Boss’ Day events, receptions, snacks, etc.
  - **NO**
    - The expense cannot be paid for with this funding source

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**Foundation Funds**

- 27 Cost Objects
- Is this expense allowed by the grant?
  - **YES**
    - Examples of types of meals submitted directly to the Foundation: retirement/holiday parties, Boss’ Day events, receptions, snacks, etc.
  - **NO**
    - The expense cannot be paid for with this funding source

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**Non Employee only meals can be submitted directly to the Foundation or may be submitted to AP. VCBF approval is not required.**

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**Website:** https://accounting.unl.edu/policies/guidelines-funding-non-travel-related-meals-and-receptions

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**Updated:** 3/28/2019