**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://bf.unl.edu/policies/funding-non-travel-related-meals-and-receptions](https://bf.unl.edu/policies/funding-non-travel-related-meals-and-receptions)

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**Funding Non-Travel Meal Expenses**

**Is this an employee only event?**

**What is the Funding Source?**

- **State Aided or Self Supporting Funds (21, 22 or 23 Cost Objects)**
  - Is this a training/eductional program that the VCBF has approved? See website for qualifying criteria.
  - Yes: 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: 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: Submit payment request to AP with the following attached:
    - List of attendees
    - Attendees place of employment/ headquarter city
    - The expense cannot be paid for with this funding source
  - No: The expense cannot be paid for with this funding source

- **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: Submit payment request to AP with the following attached:
    - List of attendees
    - Attendees place of employment/ headquarter city
    - The expense cannot be paid for with this funding source
  - No: The expense cannot be paid for with this funding source

- **Foundation Funds (27 Cost Objects)**
  - Examples of types of meals submitted directly to the Foundation: retirement/holiday parties, Boss’ Day events, receptions, snacks, etc.
  - Yes: Submit payment request to AP with the following attached:
    - List of attendees
    - Attendees place of employment/ headquarter city
    - The expense cannot be paid for with this funding source
  - No: The expense cannot be paid for with this funding source

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

- UNL sponsored community visit or program
- Recruiting new faculty/staff members meals/receptions
- Visiting faculty, guest speaker(s) and/or consultant meal/reception
- Faculty/Staff retreat/training Session with external presenter(s) and agenda
- Advisory Board meeting (composed all or in-part of external members)
- Student orientation or other student recognition event
- Site/Accreditation visit
- Student organization meal/reception
- 4-H Camp
- Meal/reception with students (student employees must be participating as students) not in pay status
- Other VCBF approved events (new guideline request)
- Sponsor/Grant approved meal expense (new guideline request)

Submit payment request to AP with the following attached:

- List of attendees
- Attendees place of employment/ headquarter city

The expense cannot be paid for with this funding source

Updated: 3/28/2019