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/educational program that the VCBF has approved?
  - YES
  - NO

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
  - NO

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
  - NO

Foundation Funds (27 Cost Objects)
- Is this expense allowed by the grant?
  - YES
  - NO

State Aided or Self Supporting Funds (21, 22 or 23 Cost Objects)
- The expense cannot be paid for with this funding source

Grant Funds (24, 25 or 26 Cost Objects)
- The expense cannot be paid for with this funding source

Foundation Funds (27 Cost Objects)
- 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
- For 21, 22 or 23 Cost Objects – Prior written approval form signed by the VCBF

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

The expense cannot be paid for with this funding source

*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.

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