

Summary Guidelines for Meals Served on Premises for Business Meetings (Senior Colleges and Central Office)

The City University of New York must adhere to New York State requirements of reasonableness when ordering food for a meeting. In an effort to comply with the State of New York, The City University of New York has implemented the following requirements:

To provide food, meetings must adhere to the following:

- Payment or reimbursement of meals and refreshments at meetings must be regarded as an atypical event, and NOT as a routine business practice
- The purpose and expected duration of the meeting must be stated in the Agenda
- The meeting must be at least 2 hours long and must include attendees other than departmental staff
- If meeting is cancelled, food request must be cancelled immediately
- The number of attendees must equal or exceed the number for whom food was ordered.

After the meeting, you must submit the original agenda indicating the date and duration, a printed attendee's sheet signed by each attendee. If that is not possible, the meeting organizer must submit a signed list of all of the attendees. The agenda and the signed original attendance sheet or signed list of attendees, must be submitted to the Accounts Payable Office when submitting the approval to pay.

If there are changes in the number of attendees, etc., you must inform Person ordering the food at least 24 hours ahead of time so the food order can be adjusted. Repeated failure to provide accurate information may result in the loss of food privileges at future meetings.

Please note: Twenty four hour notice is required for cancellation for food and refreshments.

Food categories:

Light Refreshments: State allowable \$8.00pp

(Ex., bagels, rolls, danish, assortment of cookies, fruit, coffee and tea)

Modest Meal: State allowable \$15.00

(Ex., Assorted sandwiches, choice of pasta or tossed green salad, soda, water and juice)

*Please note that these rates include all tips, delivery charges and incidentals.

Unallowed Costs:

a. Social Events

On-site social events, such as office parties, birthdays, retirements, funerals, graduations, student or employee recognition events are not allowable costs and should never be paid from tax levy funds.

b. Alcohol Beverages

Alcoholic beverage or related costs can never be paid for or reimbursed by tax-levy funds.

c. Offsite Staff Meetings

Meals solely for CUNY employees taken offsite, while not in Travel status, must NOT be paid from tax levy funds under any circumstance.