

Herbert H. Lehman College

(The City University of New York)



College Guidelines for:

Modest Meals and Light Refreshments Expenditures

(Adapted from Directive 6 – Travel and Miscellaneous Agency Expenses)

Revised March 25, 2009

This guide is provided to assist departments in planning for miscellaneous meetings or functions where a Modest Meal or Light Refreshment will be served. Should you have any questions regarding this guideline please feel free to contact Sonia Rodriguez at 718-960-8263 or at sonia.rodriguez@lehman.cuny.edu.

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A. Modest Meals & Light Refreshments

This guide is for those situations when Departments, provide Light Refreshments or Modest Meals at meetings, events or functions where official Lehman College business is conducted. We must be cognizant of the potential for abuse in this area and closely monitor the appropriateness of all such expenditures.

Three broad Guidelines govern expenditures for Modest Meals and Light Refreshments at meetings:

1. Lehman College payment or reimbursement for Modest Meals and Light Refreshments at meetings must be regarded as an exceptional event, not as a routine business practice.
2. To minimize meeting expenditures, Departments should make every effort to schedule business meetings during customary business hours.
3. Meals solely among Lehman College employees **taken outside the campus** must NOT be paid from Tax Levy funds under any circumstances. Also, see B.4 for situations where meals solely among Lehman College employees may be paid from Tax Levy funds.

B. Appropriate Meeting Situations

The following describe meeting situations and Lehman College functions where expenditures for Light Refreshments or Modest Meals may be appropriate.

1. When an out-of-town official, consultant, private firm or other party, who is not being paid by the City or State, meets with the Lehman College employees and provides a pro bono service, the Lehman College, as a courtesy, may provide Light Refreshments and/or a Modest Meal, as appropriate.

2. When a non paid board holds a regularly scheduled meeting, Light Refreshments and / or a Modest Meal may be provided, as appropriate.
3. When a Department head holds periodic meeting with key external managerial staff, Light Refreshments and / or a Modest Meal may be provided, as appropriate.
4. When employees are explicitly required to remain in the office to continue an ongoing meeting or to complete urgent work, causing them to forgo their usual lunch hour, a Modest Meal may be provided, as appropriate.
5. If a Department Head or Senior Executive, such as a Senior Vice President, Provost or Vice President, meets in the office with a City (or State) official, businessperson or other party who is not a City or State employee, the agency may pay for Light Refreshments or a Modest Meal, as appropriate.

When it is appropriate to hold such meetings out of the office, reimbursement for appropriate meals or refreshments is allowable within the prescribed guidelines. The relationship to Lehman College business must be demonstrated and the personal written approval of an authorized signatory (as indicated on the Lehman College Authorized Signature form) is required.

Light Refreshments may be provided at a function sponsored by the President's office.

C. Light Refreshments and Modest Meals – Allowable Rates

Light Refreshments and Modest Meals consumed in the office are allowable as Lehman College expenditures only under the circumstances outlined below.

1. Light Refreshments, consisting of soft drink, "coffee and cake" or similar fare, may be provided at a maximum cost of \$5 per person.
2. Modest Meals, such as a sandwich or similar fare and a soft drink, coffee and / or tea may be provided at a maximum cost of \$8 per person.

The above rates include tips and incidentals. In addition, payments for expenses above the amounts indicated above must be obtained from other sources. Also, a commitment in writing must be obtained in advance from the funding source and submitted with a purchase requisition to the College's Procurement Office.

D. Conducting Business on Behalf of the University

When conducting business on behalf of the College, be sure that all transactions are made in the name of Herbert H. Lehman College. The above rates include tips and incidentals. Taxes, however, are not reimbursable. Payments or reimbursements must be at actual cost, if lower.

G. Obtaining Reimbursement

Before placing an order you must provide the Procurement Department with the following:

- A purchase requisition (with appropriate authorized signatures)
- Documented relationship to Lehman College business
- A meeting or conference agenda signed by an authorized signatory

To process for Payment, you must provide the Accounts Payable Department with the following:

- All original receipts
- A list of attendees signed by an authorized signatory – or – attendance list with attendees signatures.

The City University of New York is a tax-exempt organization and is exempt from paying taxes. Tax-exempt certificates are available through the Offices of Purchasing and Accounts Payable.

Should a department incur meeting expenses on a regular basis, it is encouraged that a blanket purchase requisition should be created for the anticipated estimate amount thereby eliminating the need to submit multiple requisitions throughout the year. The departments would then need only to submit the remaining documents to the College's Procurement Office.

These documents must be approved by an authorized signatory (as indicated on the Lehman College Authorized Signature form).

H. Fraudulent claims – Section 175.35 Penal Law

Offering a false instrument for filing is a Class 'E' felony. Employees, including supervisors, who knowingly misrepresent the facts or who file or sign any form which contains deliberate false statements given with intent to defraud the State may be subject both to administrative and / or disciplinary action, including the possibility of termination and criminal action.