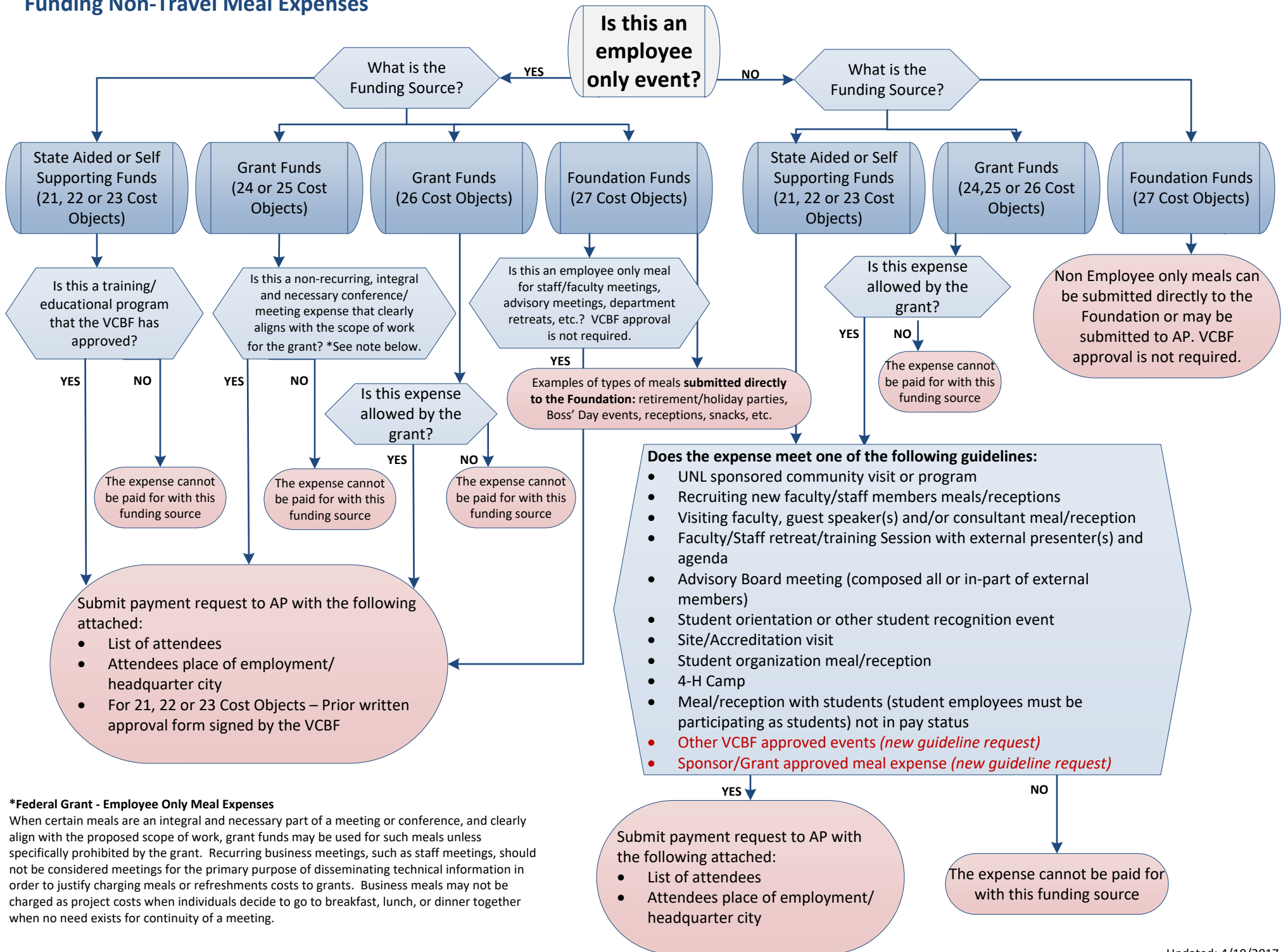


Funding Non-Travel Meal Expenses



*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.