

# Business Meals Documentation

*For Sponsored Awards*



Office of Sponsored Programs  
1960 Kenny Road, Columbus, OH 43210-1016

While there is no one definition, the consensus at the federal level appears to be that business meals are “working” meals where food and beverages are brought in to the meeting room while discussions continue. This interpretation has been indicated emphatically in discussions with the policy offices of both the Department of Health & Human Services (DHHS) and the National Science Foundation (NSF). The issue is whether or not it is necessary to “break” for lunch. When this happens, as in the case where a meeting is interrupted to physically travel to a restaurant, the meal is no longer considered by these agencies to be business in nature. Please note that alcoholic beverage cannot be charged to your sponsored project.

Requesting Department \_\_\_\_\_

Worktags to be charged:

Cost Center \_\_\_\_\_ Fund \_\_\_\_\_ Balancing Unit \_\_\_\_\_ Grant \_\_\_\_\_ Program \_\_\_\_\_ Project \_\_\_\_\_

Additional worktags \_\_\_\_\_

## Meeting Information

Date(s) of meeting \_\_\_\_\_

Meeting location \_\_\_\_\_

Planned times of meeting: To \_\_\_\_\_ From \_\_\_\_\_

Meeting agenda *attach copy if necessary*

Non-employees attending include names and affiliation *attach copy if necessary*

University staff attending include names and affiliation *attach copy if necessary*

Total Costs

Vendor

List of food items to be purchased \_\_\_\_\_

Are costs budgeted in the original proposal for this purpose?  Yes  No

Are expenses to be reimbursed from participant fees?  Yes  No

I certify that the refreshments/food being served directly benefits, and is a necessary function of, the sponsored project being charged.

Principal Investigator Signature

Date