FOOD EXPENSE WORKSHEET

THIS FORM REQUIRES PRESIDENTIAL APPROVAL **PRIOR** TO THE EVENT AND MUST INCLUDE A LIST OF CSC EMPLOYEES

Two copies of worksheet, Vendor invoice, agenda and list of participants must accompany the Accounts Payable Requisition form.

Name of Event		Date of Event		
Contact Person				
Purpose of food expense				
Participants include CS	C employees	Participants c	do not include CSC Emp	oloyees
VP Administration & Finance	_	President		
Date		Date		
NE STATE ACCTG MANUAL CONC-005 ATTORNEY GENERAL OPINION, JUNE, 1982 MEALS OR REFRESHMENTS FOR: 1. Non-state employee. 2. State employee not employed by the agency paying the expense. 3. Employee Expense Reimbursements.				
1. A meeting consisting of state employees and non-state employees held on campus.				
There is no statutory authorization for the expenditu which authorizes agencies to provide such amenitie	1		onferences or meetings. No s	tatutory authority exists
No personal maintenance expenses for normal day- or board of the state when such expenses are incurre activities include, but are not limited, to the followin occur on a regular basis.	ed in the city or town wherein the r	esidence or headquarters	of such individual is located.	Normal day-to-day
The payment of meals and nonalcoholic beverages	for state employees is allowed in the	ne headquarter city if:		
 The conference is scheduled in advactivity of the agency, and: The agency director (President) has 			the agency. The conference	is not a normal day-to-day
Activities which are considered outside the normal day-to-day operations include: Board meetings, conferences where the public is a primary participant, special/non-routine training seminars, and official functions where the employee is required to attend.				

2. A meeting consisting of state employees and non-state employees held off campus.

A state agency or employee may not expend funds for personal maintenance items for non-state employees. Entertainment expenses are unallowable costs not authorized by statute.

3. State Employee Reimbursement.

State employees are entitled to receive reimbursement for meals as authorized. Note reimbursement policy under employee expense reimbursement procedures.