

EMPLOYEE MEETING AND EVENT EXPENSES

Employee Meeting and Event Expense Policy

Commonwealth employees on official commonwealth business at the direction of the head of an agency may attend the meeting or other event and consume refreshments and/or meals served at the meeting or event. Employees may receive reimbursement of actual expenses incurred in the performance of those official duties, or the Commonwealth may elect to prepay the event or meeting sponsor directly. Complete justification for expenses must be included with the submission of the reimbursement request. Justification includes written approval of the agency head or designated deputy, receipts, and required paperwork for expense submittals. Any expenditure disallowed by BCPO is the responsibility of the employee. Supervisors must review and approve reimbursement requests submitted by commonwealth employees to ensure the necessity, propriety, and accuracy of the expense.

Frequently Asked Questions

Q: An employee is directed by his or her agency to represent the agency at an event such as training, a conference, banquet, ceremony or exercise, at which refreshments or a meal is served. The employee is performing his or her job duties at the event, but is not in overnight travel status. May the agency pay for the food and drink consumed by the employee?

A: Yes, if the employee attends the event on official Commonwealth business at the direction of the agency head or his or her designated deputy. If the event is approved, the agency can pre-pay for the event or the individual can obtain reimbursement. Regardless of payment method, appropriate approvals and documentation is required. There is no reimbursement or payment for alcoholic beverages.

Q: Will the entire cost of the meal and refreshments be paid for or reimbursed to the employee?

A: Yes, except there is no payment or reimbursement for alcoholic beverages

Q: An employee is directed to attend a breakfast, luncheon or dinner meeting as an agency representative. The meeting is arranged and sponsored by an entity covered by the Gift Ban. May the employee's agency cover the cost of this meeting?

A: Yes. Commonwealth employees on official Commonwealth business at the direction of the head of an agency or the agency head designee, attending breakfast, luncheon or dinner meetings, not sponsored by the Commonwealth are entitled to receive reimbursement for the actual cost of meal(s) and refreshments consumed by its employee even when the employee is not in overnight travel status. If attendance at the meeting is approved, the agency can pre-pay for the event or the individual can obtain reimbursement. Regardless of payment method, appropriate approvals and documentation is required

There is no payment or reimbursement for alcoholic beverages.

Q: Will the Commonwealth pay for or reimburse an employee for the *entire cost* of the meal or refreshments when attending a breakfast, luncheon or dinner meeting?

A: Yes. In order to qualify for payment or reimbursement, a breakfast, luncheon, or dinner meeting must be planned in advance and include persons not employed by the Commonwealth; the meal must be an integral part of the meeting; the meal must be served at the same establishment as the meeting; and the purpose of the meeting is to discuss business.

Q: What information is required to be provided in order for the agency to prepay or reimburse the employee for expenses incurred?

A: The employee must provide complete justification, including an explanation of the event or meeting; written approval or direction from the agency head or agency head designee to participate in the event or meeting; invoices for the event or meeting, if prepayment is to be made; or receipts for expenses incurred by the employee. Employees must complete and submit Form STD 194 with all required approvals.