



## Business Meeting Justification

### Purpose:

It is the policy of the RFMH to utilize a Business Meeting Justification to allow for review and approval of workshops, conferences and meetings that take place on sponsored funds. This ensures the allowability of the event and addresses any potential concerns prior to its commencement. These events can range from meals and coffee breaks to multi day workshops to arrangements for hosting or attending conferences. In order for these expenses to be paid from sponsored funds the following guidelines are applicable:

- ❖ Expenses must be allowable, implicit and/or required in the sponsored program description. For example, advisory or executive committees on program project or multi-center grants.
- ❖ Some portion of the participants must be from outside the Research Foundation and New York State employees.
- ❖ The expense must have **prior approval** of the Managing Director of the Research Foundation, or their designee. Attached you will find a Business Meeting Expense Justification form that must be submitted. The form should be submitted sufficiently prior to the expenditure of funds to obtain a decision two weeks prior to the event. For events requiring venue or catering contracts, the deadline is 90 days prior to the event. The submission of a complete well thought out Business Justification Form will facilitate a quicker approval.
- ❖ The detailed original invoice or bill must be submitted for payment or reimbursement. The original invoice or bill must be accompanied by the following documentation; the person or firm to whom reimbursement should be made, approved Business Meeting Justification form, agenda from the meeting (if available) and the names of the persons present.
- ❖ Reimbursement is limited to the maximum threshold allowed the federal and State rates <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>. Specific grants may have a lower threshold.
- ❖ Alcoholic beverages are never allowable on sponsored funds. There will be no reimbursement for alcoholic beverages.
- ❖ ALL agreements relating to these events must be signed by RFMH.

Should you have any questions regarding the application of the policy and procedures, feel free to contact the Contracts staff at 518-474-5661 or [Contracts@rfmh.org](mailto:Contracts@rfmh.org).

### General Instructions:

Complete the description of the event with budget and attendees. Be sure to include all pertinent details in an understandable format. Add an attendee list that includes the affiliations of all individuals listed. Note ALL persons attending. Once you have completed the required information, you must submit the form and all relevant information to the Business Office at your location. *Business office approval and a signed Business Meeting Justification must be obtained at least two weeks prior to any meeting, events or registrations.*

**Submit the completed form to your Business Office**

## EVENT

For events requiring venue and catering arrangements, submission deadline is no less than 90 days PRIOR to the event to allow for bidding and contract review. All other events, form must be submitted 2 weeks prior.

Principal Investigator (PI):	Event Date(s): Is this a recurring event? <input type="checkbox"/> YES <input type="checkbox"/> NO
PI Phone:	Project/Task/Award Numbers:
PI Email:	Will expenses/fees occur in more than one Award Year? <input type="checkbox"/> YES <input type="checkbox"/> NO
Event Type: <input type="checkbox"/> Meeting <input type="checkbox"/> Workshop/Training <input type="checkbox"/> Conference – Hosting	
Purpose of the event – include what the event will entail and how the event relates to the project. Please include training schedule and dates if applicable.	
If this is a meeting, list names and affiliations of individuals attending i.e. NYS staff, RFMH staff, community members.	
<i>If a larger event, complete Attachment A including organizations and estimated attendees from each organization if not known.</i>	
If this event is specifically <u>required</u> by the sponsor, please provide documentation.	

## EXPENSES

This event requires: <input type="checkbox"/> Food <input type="checkbox"/> Venue/Space/AV <input type="checkbox"/> Lodging <input type="checkbox"/> Travel
Other – Describe (i.e. Incentives, promotional items, printing)
Will a registration fee be charged to attendees? <input type="checkbox"/> YES <input type="checkbox"/> NO  <i>If yes, who will manage the receipts?</i>
<i>If a meeting with fixed food costs such as 12 people at \$2.50 per person provide that information below. If a larger event with additional expenses, provide a detailed budget outlining projected costs on Attachment B. Attach any supplemental information and quotes on Attachment C.</i>  <b># of people:</b> _____ <b>x Amt. per person:</b> \$ _____ = \$ _____ <b>Total Cost</b> <i>Food Description:</i> _____
If travel is subject to approval from NYS, attach a copy of the approval for all travelers. <i>Please have all approvals PRIOR to making any travel arrangements or registrations.</i>

## **ATTACHMENT A**

### **List of Attendees**

List ALL persons attending and their affiliation. If specific individuals are not known at this time, list invited organizations and the number expected from each. Any event MUST include participants who are not RFMH or New York State employees.

## ATTACHMENT B

### Budget

Your budget should include all relevant costs and estimated revenue (if applicable.) All food must be clearly identified and may not exceed the GSA rates. Specific grants may have a lower threshold. Attach bids, contracts etc. for review. If you will be giving out incentives or promotional items, the cost of those must be included in your budget with justification.

<b>Venue:</b>			<b>Cost</b>	<b>Notes</b>
		Event Space		
		Audio/Visual		
		Other		
		<i>Subtotal Venue</i>		
<b>Food:</b>		<b>Per Person</b>	<b># of People</b>	<b>Total Notes</b>
	Breakfast			
	Lunch			
	Dinner			
	Coffee Service			
		<i>Subtotal Food</i>		
<b>Honorarium/Speakers:</b>		<b>Per Person</b>	<b># of People</b>	<b>Total Notes</b>
	Speaker Fees			
	Other			
		<i>Subtotal Speakers</i>		
<b>Travel:</b>		<b>Per Person</b>	<b># of People</b>	<b>Total Notes</b>
	Air Fare/Train/Rental Car			
	Other Fees			
		<i>Subtotal Travel</i>		
<b>Lodging:</b>		<b>Per Person</b>	<b># of People</b>	<b>Total Notes</b>
	Hotel			
	Per Diem			
	Other [parking, car service]			
		<i>Subtotal Lodging</i>		
<b>Other Expenses:</b>				<b>Cost Notes</b>
		Advertising		
		Awards		
		CEU Application Fees		
		Conference Supplies		
		Consultant Fees		
		Printing		
		Scholarships		
		<i>Subtotal Other Expenses</i>		
		<b>Total Expenses</b>		
<b>Income:</b>		<b>Per Person</b>	<b># of People</b>	<b>Total Notes</b>
	Registration Fees			
		Sponsorships		
		Other RFMH Money		
		<b>Total Income</b>		
<b>NET</b>				

## **ATTACHMENT C**

### **Prior Approvals/Supporting Documents**

Attach any prior approvals for travel, hotel or catering contracts, incentive justification, printing etc.

### **APPROVALS**

*The previous statements, in my professional judgment, are correct and I have done research to support these findings. I also certify that no personal advantage, gain or privilege will accrue through the procurement of any vendors.*

Project Director: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Business Officer  
or Designee: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

DDIA: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*