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**TO: All RFMH Principal Investigators and Project Directors**

**FROM: Robert E. Burke, Managing Director**

**SUBJECT: Business Meeting Expenses**

**DATE: January 27, 2004**

In response to recent inquiries regarding the payment of business meeting expenses such as meals and coffee breaks, I am writing to clarify the Foundation's policies and procedures. In the normal course of the conduct of the programs sponsored by the Foundation, it may be necessary to provide meals or coffee breaks to the participants of a meeting or conference. 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 the NYS Department of Mental Hygiene.
- ❖ The expense must have ***prior approval*** of the Managing Director of the Research Foundation. 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 before the event.
- ❖ 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 \$12 per person for breakfast, \$20 per person for lunch and \$38 per person for dinner. There will be no reimbursement for alcoholic beverages.

Should you have any questions with regard to the application of the policy and procedures, feel free to contact me at 518-474-5661.