

SAMPLE APPROVAL NOTICE

Attention: College Research/Business Office

The Office of Contacts and Grants has exempted your sponsored project #5-28971 the following:

Payment of food costs and/or meals-breaks associated with business meetings, seminars and workshops as disclosed to your Sponsor in the proposal process. Costs for meeting facilities and accommodations should be paid under the proper account codes and separate from food/meal expenses.

In accordance with University policy, these events should always include the participation of at least one non-University employee. Refer to the appropriate sections of the State of North Carolina Budget Manual (<http://research.ncsu.edu/sparcs/budgeting-guidelines/budgeting-conference-food/>) for further guidance.

The following information is **REQUIRED** when processing a voucher for payment of conference/workshop food costs:

1. Documentation requirements must include an original itemized invoice from a commercial establishment, and the authorization items listed in section 5.8.3 - State Budget Manual.

The conference authorization must provide the following:

- The number of persons expected to attend.
 - The purpose and duration of the conference.
 - The specific meals to be served at the conference (law prohibits lunches being provided to state employees unless registration fees are charged to all attendees).
 - The approximate daily subsistence cost per person.
 - The name of the conference center, hotel, caterer, or other organization providing the service.
2. Grant documentation with proposal/budget indicating amount allowed for conference meals (conference meals can be no more than the budgeted amount). Include any approved prior approval requests that address conference/workshop expenses.
 3. **Invoices MUST be signed by the Department Head or Dean.**

If you have questions regarding required documentation please contact Kim Kelley at 515-7132 or kim_kelley@ncsu.edu

This exemption is to facilitate the payment of the expenses associated with the functions described above.

If you have any general questions, please contact Julie Brasfield at 515-8008 or Thelia Burrell at 515-8006.

cc: File
Barbara Dupree
Fiscal manager
College Research Office