



# STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: <b>Agency Provided Food</b>	AUTHORIZED BY: <b>Kenneth J. Zellers</b>
POLICY : <b>SP-5</b>	PAGE: <b>1 of 3</b>
ISSUED: <b>January 2002</b>	REVISED: <b>March 2024</b>

## I. GENERAL STATEMENT

It is the policy of the state of Missouri to allow state agencies to provide food in conjunction with “official business” and “agency sponsored activities” as defined herein within the parameters outlined below.

Recognizing that the nature of business varies substantially from agency to agency, some discretion is left to the state agencies to decide if and when food is to be provided at such functions. This policy is not intended as a substitute for sound and prudent business judgement. State agencies are to be accountable for their decisions to provide food at official or sponsored functions within the limits of this policy. State agencies are expected to establish sufficient controls to ensure agency provided food expenses are incurred only when appropriate and in conformance with this policy. Effective cost control is a management issue and this statewide policy does not take the place of necessary management oversight.

This policy is not intended to establish guidelines under which state agencies are required or should be expected to provide food, refreshment or beverage service for any of its activities or functions. This policy is not intended to supersede more restrictive policies adopted by state agencies.

This policy does not consider and is not intended to be applied to or otherwise restrict marketing programs, activities or functions of state agencies whose missions include the promotion of the state of Missouri, Missouri businesses, or Missouri agricultural products.

### REFERENCES

- 1 CSR 10-3.010 Preapproval of Claims/Accounts and Direct Deposit: Definitions/Examples
- 1 CSR 10-11.010 State of Missouri Travel Regulations

## II. GUIDELINES AND PROCEDURES

### A. Food at Official Business Functions

Within the context of this policy, “official business” includes meetings (whether closed or public), commission and board meetings, hearings, seminars, training sessions, and similar functions when conducted as part of an agency’s operation.

1. State agencies may purchase food in conjunction with their official business functions when it is determined that providing food or beverage service will promote the efficient conduct of business.



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2. During breaks, light snacks and beverages may be provided. Costs for snacks and beverages should be at a nominal charge per person. For the purpose of this policy, a “nominal charge” is no more than 25% of the state meal per diem rate for one full day per person, in the applicable region.
3. Lunch or dinner may be provided if there is a substantial business reason for doing so. Any meal provided must comply with the IRS guideline of being for the convenience of the employer.
4. Meals and refreshments may be provided during commission and board meetings for members, meeting participants, and staff directly assigned to those commissions and boards.
5. The cost for agency-provided meals should be generally in line with allowable costs under the state travel regulations.

## **B. Food at Other Agency Sponsored Activities**

Within the context of this policy, “other agency sponsored activities” includes receptions or ceremonies recognizing awards, accomplishments, tenure, or retirement of an employee or employees.

1. State agencies may purchase light refreshments (such as cake and punch) in conjunction with other agency sponsored activities. Costs for such events should be at a nominal charge per person. However, higher amounts may be acceptable commensurate with the nature of the event.
2. State agencies shall not pay for banquets for employee retirement or other recognition events.

## **C. Food During Emergency Situations**

Reimbursement or direct agency payment may be made for food expenses incurred within an employee’s official domicile to continue the operations of an agency’s programs or services that are necessary for the life, health or safety of Missouri citizens. This provision is intended to allow state agencies to keep critical staff available during emergency situations.



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## **D. Food When Officially Representing a State Agency**

Food expenses incurred by an employee when representing a state agency in an official capacity at a non-state sponsored event are allowable, unless otherwise prohibited by state law or regulation.

## **E. Required Documentation**

Food purchased by state agencies in conjunction with their official business or for agency-sponsored events must include the following documentation:

1. The state business being conducted, or the name of the employee(s) recognized and the reason for the recognition.
2. A list of participants, or, in the case of recognition events for which invitations are issued, the estimated number of invitees.
3. The cost of food provided.

## **F. Authorization**

The department director or his or her designees shall determine approval for all food purchases for agency-sponsored activities.