



**DARE TO DO MORE**

Community College

**Office of Finance and Business  
Policies and Procedures Compendium**

# **SUMMARY GUIDELINES FOR MEALS SERVED ON PREMISES FOR BUSINESS MEETINGS (COMMUNITY COLLEGES)**

**Related Department(s):** Purchasing

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**Keywords:**

**Link(s):**

**[https://www.laguardia.edu/uploadedfiles/main\\_site/content/divisions/administration/business\\_office/purchasing\\_office/guidelines%20for%20businesss%20meals%20summary%20cc%20final.pdf](https://www.laguardia.edu/uploadedfiles/main_site/content/divisions/administration/business_office/purchasing_office/guidelines%20for%20businesss%20meals%20summary%20cc%20final.pdf)**

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**Summary Guidelines for Meals Served on Premises  
For Business Meetings (Community Colleges)**

The Community Colleges of the City University of New York must adhere to New York City requirements when ordering food for a meeting. In order to comply with New York City directives, The City University of New York has implemented the following requirements.

To provide food, meetings must adhere to the following:

- Payment or reimbursement of meals and refreshments at meetings must be regarded as an atypical event, and NOT as a routine business practice
- The purpose and expected duration of the meeting must be stated in the Agenda
- The meeting **must be over 4 hours long** and must include attendees other than departmental staff
- If a meeting is cancelled, food request must be cancelled immediately
- The number of attendees must equal or exceed the number for whom food was ordered

After the meeting, you must submit the original agenda indicating the date and duration, a printed attendee's sheet signed by each attendee. If that is not possible, the meeting organizer must submit a signed list of all of the attendees. The agenda and the signed original attendance sheet or signed list of attendees, must be submitted to the Accounts Payable Office when submitting the approval to pay.

If there are changes in the number of attendees, etc., you must inform Purchasing at least 24 hours ahead of time so the food order can be adjusted. Repeated failure to provide accurate information may result in the loss of food privileges at future meetings.

Please note: Twenty-four-hour notice is required for cancellation for food and refreshments.

Food categories: (Per [Directive 6](#), section 8, reissued December 30, 2016)

**Breakfast/Light Refreshments: City allowable \$9.00pp**

(Ex., bagels, rolls, danish, assortment of cookies, fruit, coffee and tea)

**Modest Meal: City allowable \$15.00**

(Ex., Assorted sandwiches, choice of pasta or tossed green salad, soda, water and juice)

**Unallowed Costs:**

- a. Social Events  
On-site social events, such as: office parties, birthdays, retirements, funerals, graduations, student or employee recognition events are not allowable costs and should never be paid from tax levy funds.
- b. Alcohol Beverages  
Alcoholic beverage or related costs can never be paid for or reimbursed by tax-levy funds.
- c. Offsite Staff Meetings  
Meals solely for CUNY employees taken offsite, while not in Travel status, must NOT be paid from tax levy funds under any circumstance.