



NEW YORK STATE
Unified Court System

OFFICE OF COURT ADMINISTRATION

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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Reimbursement of Business Meals

**This supersedes Budget Bulletin 1410 dated September 1, 2014.*

On occasion, it is necessary or in the State's best interests to provide a meal concurrent with the conduct of court-related business meetings. The purpose of this bulletin is to clarify the guidelines for the reimbursement of expenses incurred as a result of such business meals. These guidelines are intended to apply to meetings attended by Judges and nonjudicial staff of the Unified Court System, as well as non-salaried individuals serving as members of task forces, advisory committees and other such groups.

Meeting Eligibility Criteria

The fact that a business meeting is being held is not, in itself, sufficient justification for the reimbursement of business meal expenses. Reimbursement of meal expenses should be considered only if participants are required to work through the normal meal hour in order to complete an extensive meeting agenda.

Maximum Reimbursement Rates

Maximum reimbursement rates for business meals meeting the above criteria are as follows:

Breakfast and Dinner Meetings: In accordance with Part VI/Chapter 1.070 of the UCS Financial Planning & Control Manual.

Lunch Meetings and Breaks: The sum of Lunch and Breaks is not to exceed the appropriate Part VI/Chapter 1.070 breakfast rate + \$6.00 in any day. This rate applies to the cost of food, beverages, gratuities and service charges. Do not include facility rental costs in the business meal reimbursement rate calculation.

Required Authorizations/Documentation

All business meal reimbursements require the advance written approval of the appropriate administrative authority (e.g. Clerk of the Court of Appeals, Clerk of the Appellate Division, District/NYC Administrative Judge, or for OCA, the Executive Director or the Chief of Operations). All requests for reimbursement eligibility must include the following:

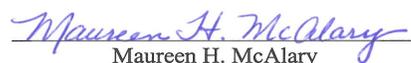
1. The specific purpose and necessity of the meeting and an explanation of why it is necessary to provide a meal.
2. The location of the meeting and the location where the business meal is to be consumed.
3. A listing of the names and titles of the individuals to be in attendance. Attendees who are State employees must be so indicated. Judges and nonjudicial personnel who are provided a business breakfast or dinner at State expense are not eligible to be reimbursed for such meal via travel voucher.
4. The itemized costs of the meal(s) to be provided including incidentals such as set up, gratuities and service charges.

Business meal expenses which lack such advance approval, or which are inconsistent with these provisions, will not be eligible for reimbursement.

All business meal reimbursement vouchers must be accompanied by the above documentation, written evidence of the approval of the appropriate administrative authority, and a sign-in sheet listing the individuals physically in attendance (not a listing of those invited).

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who are responsible for the arrangement of, or the processing of reimbursement vouchers relating to business meals.

NYS UNIFIED COURT SYSTEM
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PURPOSES ONLY


Maureen H. McAlary