

MONTANA STATE LIBRARY COMMISSION PROCEDURE

REFRESHMENTS/MEALS

This procedure does not obligate the Montana State Library (MSL) to provide meals under any circumstances.

The purchase of office refreshments using State resources is prohibited, unless payment is authorized for the actual cost of meals for business meetings or workshop/training sessions where attendance is advantageous to the MSL. Prior approval must be obtained from the State Librarian or designee in these situations.

If the event in question cannot be considered a business meeting, food and/or drink paid for by MSL is not allowed. In addition, the mere fact that an event may, in fact, be a business meeting does not automatically mean that food expenses are allowed. An agenda and sign-in form for the event may be requested to determine if the event meets the "business meeting" requirement.

The State Librarian or designee abides by the following guidelines to determine whether refreshment/meal expenses may or may not be allowable.

1. Meeting/Training duration
2. Location
3. Number of attendees
4. Who the attendees are
5. What is to be served
6. Cost

Due to the restrictions on the payment or reimbursement for alcoholic beverages, MSL requires itemized receipts for all meals being claimed as "business meetings". This itemized receipt also helps in determining if the number of meals being claimed corresponds to the list of attendees.

MSL will only reimburse the vendors directly or by use of the State Credit Card. DO NOT pay the vendor yourself and then ask for reimbursement.

The following vendor is also set up for direct bill to agency for food and beverage:

- Albertson's (Charge card information in the Central Services Office).

Refreshment Break Expenses:

1. May be allowed when a business meeting/workshop/training is scheduled to last **three (3) hours or longer**.
2. The total cost must be reasonable and should not exceed \$5.00 per person.
3. Refreshments may consist of nonalcoholic beverages, such as coffee, hot/iced tea, and/or water and edible items commonly served between meals, but not intended to substitute for meals.
 1. Examples: Mornings - bagels, muffins, seasonal fruit
Afternoons - cookies, vegetables and dip.
4. The following documentation must be submitted to Central Services Office:
 - a. Original receipts for purchase of items in #3 above. Please indicate on receipt the date approval received from the State Librarian or designee.
 - b. The name, purpose, number in attendance, date and time (beginning/ending) of the meeting. A meeting agenda which includes all the required information is preferred.

Meal (lunch) Expenses:

1. Allowed when a business meeting/workshop/training is scheduled to last **five (5) hours or longer**.
2. The total cost must be reasonable and should not exceed \$12.00 per person.
3. Meal (lunch) may consist of nonalcoholic beverages, such as coffee, hot/iced tea and/or water, and a reasonable lunch meal.
4. The following documentation must be submitted to Central Services Office:
 - a. Original receipts for purchase of items in #3 above. Please indicate on receipt the date approval received from the State Librarian or designee.
 - b. The name, purpose, number in attendance, date and time (beginning/ending) of the meeting. A meeting agenda which includes all the required information is preferred.
 - c. Justification for holding the meeting over the meal period.

When Refreshment/Meal Expenses are NOT allowed:

1. Normal daily business of employees
2. Birthdays or celebrations for individual employees
 - a. Examples of celebrations: engagement/wedding, birth of child/grandchild, graduation