



Purpose	Details	Funding Source			
		State Funds	Stony Brook Foundation	RF Non-Sponsored	RF Sponsored (1)
<p><b>Hosted Business Meals:</b> Provided when hosting external beneficiaries at events related to SBU’s mission of education, research, and public service. (see section on alcohol restrictions below)</p> <p>The cost of meals is not limited to the per diem rate, but must be appropriate and reasonable. Reimbursement (or invoice payment) will be the actual received meal.</p>	Hospitality when hosting visiting dignitaries and speakers, performing artists, and community leaders	Yes	Yes	Yes	No
	Alumni events	No	Yes	No	No
	Donor events where the primary purpose is to cultivate and steward existing or prospective donors	No	Yes	No	No
	Events that support industry engagement and economic development and foster partnerships in support of the mission of the university	Yes	Yes	Yes	No
	Parent days and weekend	Yes	Yes	No	No
	Events to enhance relationships with the community surrounding our university which we seek to draw resources from, or foster mutual understanding, trust, and support	Yes	Yes	Yes	No
	Recruiting meals hosted to interview faculty, staff, professional, graduate or student athlete candidates. Meals may be provided for the candidate, the candidate’s spouse, university employees involved in the decision-making process, and their spouse, parent (for students) or partner to the extent that they are necessary to facilitate interaction, directly benefiting the university.	Yes	Yes	Yes	(2, 3)
<p><b>Student Meals:</b> Provided with the primary beneficiary being current or prospective students. The occasion must contribute to the academic mission of the university. The ratio of student to faculty or staff in attendance must be appropriate to the circumstances. At least one faculty or staff must be in attendance.</p> <p>The cost of meals is not limited to the per diem rate, but must be appropriate and reasonable. Reimbursement or invoice payment will be the actual received meal.</p>	Events to support student curriculum or promote student morale, retention, recognition, or student life activities. Expenditures must support the purpose of the program.	Yes	Yes	Yes	No
	Student club or organization meetings or events; complimentary offering to students as they participate in focus groups, tutoring, or advisement with faculty, staff, or student employees	Yes	Yes	Yes	No
	Commencement ceremony	Yes	Yes	Yes	(3)



Purpose	Details	Funding Source			
		State Funds	Stony Brook Foundation	RF Non-Sponsored	RF Sponsored (1)
<p><b>Internal Business Meals:</b> Food and beverage provided to internal beneficiaries with the primary purpose of the event to involve substantive business discussion or to build employee morale. <b>All food expenses for faculty and staff are limited to the per-person meal allowance rates of \$17.00 for breakfast, \$25.00 for lunch, and \$69.00 for dinner. The per diem rate maximum includes food, alcohol (see section on alcohol restrictions below), gratuity and delivery.</b></p> <p>Internal Business Meals in excess of per diem limits are an exception and require completion of the appropriate <a href="#">exception approval</a>.</p>	Professional development, training retreats, seminars, workshops, or strategic planning. The event must be infrequent (i.e., lengthy interval of time between occurrences) and non-routine. Event objectives must incorporate sharing subject matter expertise or communicate initiatives or other material that is not part of the employee's day-to-day responsibilities. The agenda time must not otherwise offer the opportunity for an independent meal.	Yes	Yes	Yes	No
	Staff appreciation, recognition, professional achievement, or employee relations events to build morale. The event must be occasional. Generally, "occasional" is not more than monthly; this should be tracked and adhered to by the office requesting reimbursement. The activities must be equitable to all employees.	Yes	Yes	Yes	No
	Work beyond normal business hours. If schedules require employees to work over a mealtime, the reasonable cost of a meal is permissible.	No (4)	Yes	No	No
	Occasional food and beverage for university staff, when they are engaged in business meetings during normal business hours. Generally, "occasional" is not more than monthly; this should be tracked and adhered to by the office requesting the order. This <b>does not</b> include routine or individual meetings held at meal times.	Yes	Yes	Yes	No
	Guest attendance: Guest(s) are limited to instances where the guest accompanies a specific employee who is being recognized or honored. Guests at events must be pre-approved as an exception.	No	Yes	No	No
	Personal celebrations (e.g., birthday, wedding, administrative professional's day)	No	No	No	No

Purpose	Details	Funding Source			
		State Funds	Stony Brook Foundation	RF Non-Sponsored	RF Sponsored (1)
<b>Sponsored Meals:</b> Food and beverage, when required for performance of a sponsored project, and is allowed as a direct cost to the project	Provided to human subjects required to remain on site for several hours as part of their participation in a study. The purchase of food or beverages must be necessary for the effective performance of the project.	Yes	Yes	Yes	Yes
	Juice or light snack provided to human subjects participating in a study where blood is drawn as necessary for the technical conduct of the project	Yes	Yes	Yes	Yes
	Lunch or light snacks provided to individuals involved in all-day or major-portion of the day training sessions in order to fulfill project requirements	Yes	Yes	Yes	Yes
	Provided to non-SBU project personnel involved in recruiting community participants or students	Yes	Yes	Yes	No
Gratuity and delivery charges when related to allowable food and beverage purchases	Gratuity is limited to 20% of the pre-tax total bill. If per diem is applicable (i.e., internal business meals), the gratuity and delivery must be covered by the per diem maximum.	Yes	Yes	Yes	Yes
Alcoholic beverages	Per person reimbursement for alcoholic beverages is restricted to the cost of two alcoholic beverages. Applicable to all Hosted Business Meals, Internal Business Meals, Sponsored Meals. Itemized receipt is required. The provision (ordering, distribution or service) of alcohol at an event may only be done by a provider licensed to serve alcohol or pursuant to an SLA Permit, in accordance with University policy <a href="#">P122</a> and Office of Administration guidelines. When GSA per diem limits apply, the per diem maximum includes alcohol.	No	Yes	No	(3)

**Footnotes:**

(1) All expenses funded via the RF Sponsored account must be approved according project sponsorship parameters. Reimbursement requests must be timely and may not be reimbursed beyond 120 days from the purchase date. Exception approval must be obtained to reimburse expenditures older than 120 days.

(2) Must be related to a "to be named" position

(3) Varies based on the terms of the award. Contact the Office of Grants Management [ogm\\_ovpr@stonybrook.edu](mailto:ogm_ovpr@stonybrook.edu).

(4) Specific State funds allow for meals to be provided to Student Life employees when the students directly benefit from their service (opening or closing residence halls)

**Overarching allowability criteria: All expenditures funded with State, SBF, and RF accounts must be appropriate, reasonable, allowable, and allocable; they must also support the education, research, and public service missions of the university. Employees who incur or approve expenses must exercise prudent judgment to ensure that the expenses are for legitimate university business and comply with the appropriate allowability criteria.**

**Revision History:**

**November 2022 – Document created**

**Key:**

**RF – Research Funds**

**SBU – Stony Brook University**

**SBF – Stony Brook Foundation**