



Missouri Office of Homeland Security
Division of Grants, Local and State Assistance
Information Bulletin
OHS-GT-2012-004-01

Subject: Policy on Food and/or Beverage provided for Homeland Security training/exercise sessions, meetings, or conferences

Effective Date: November 1, 2016

Table of Contents

- I. Introduction**
- II. General Policy Statement**
- III. Exception to this Policy**
- IV. Procedure for Reimbursement of Food and/or Beverage Expenses**
- V. Grant Contact Information**

OHS-GT-2012-004-01
November 1, 2016

I. Introduction

The Missouri Office of Homeland Security (OHS), Division of Grants, is providing this policy to assist local governments, state agencies, and nonprofits in understanding federal and state requirements regarding food and/or beverages provided for Homeland Security training/exercise sessions, meetings, or conferences.

This information bulletin replaces OHS-GT-2012-004 “Policy on Food and/or Beverage provided for Homeland Security training/exercise sessions, meetings, or conferences” dated April 15, 2012.

II. General Policy Statement

As a general policy statement, the use of federal preparedness funds to provide food and/or beverage at a training session, planning meeting or conference is **NOT** an allowable expense.

III. Exception to General Policy Statement

Exception: The OHS will allow food and beverage costs for individuals travelling **overnight** on approved, budgeted Homeland Security business on a per diem basis. To qualify for meal per diem when **no overnight** lodging is indicated, you must document the State of Missouri “12 hour travel status” was in effect. This means that you must be in travel status for a minimum of 12 hours in order to receive reimbursement for meals. Time of departure and time of return must be indicated. Eligible meal is defined as follows:

- Breakfast – on the day of departure if travel status begins no later than 7:00 a.m. plus any other day until you return.
- Lunch – on the day of departure if travel status begins no later than 10:00 a.m. plus any other day where travel status continues past 2:00 p.m. until you return.
- Dinner – on the day of departure if travel status begins no later than 5:00 p.m. plus any other day where travel status continues past 7:00 p.m. until you return.

Receipts for individual meals are not required. Food and/or beverage provided per person shall not exceed the [state](#) per meal allowance (i.e. rate per breakfast, lunch, or dinner). *Please be aware all 12 hour meals are reportable as taxable income (subject to applicable tax withholding) to the employee. For addition IRS information, see:*

<http://oa.mo.gov/mo/samii/fin/bulletins/12141Otravelmeals.pdf>

The OHS may waive its restrictions on food and beverage costs for events involving field training and exercises provided the costs are pre-approved and are necessary and reasonable for the event. For example, food and beverage costs are

OHS-GT-2012-004-01
November 1, 2016

allowable if pre-approved for outdoor field events where extreme hot or cold weather could affect the safety of participants.

IV. Procedure for Reimbursement of Food and/or Beverage Expenses

If there is a training session, meeting, or conference in accordance with the General Policy Statement involving management and administration, planning, training, or exercise activities associated with the implementation of a federal preparedness grant funded event, subrecipients are required to submit, to the OHS, a copy of the agenda of the event as well as proof of attendance (certificate of attendance, signed expense report, etc.) for each individual attending the event. The costs of any meals provided directly by event hosts will not be reimbursed.

Subrecipients who receive pre-approval to pay food and beverage costs for a field training, or exercise activity, must keep a sign-in sheet listing the name of each person who is provided a food and/or beverage and an agenda for the event. The sign-in sheet and agenda for the event must be submitted along with the invoice for the food and/or beverage to the OHS at the time of the request for reimbursement. Food and/or beverage provided per person shall not exceed the [state](#) per meal allowance (i.e. rate per breakfast, lunch, or dinner).

V. Grant Contact Information

The OHS grant points of contact can be found online at:
<http://www.dps.mo.gov/dir/programs/ohs/grantstraining/?h=0>

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