



Missouri Office of Homeland Security

Division of Grants

Information Bulletin

OHS-GT-2012-004-03

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

Applicable To: SHSP/NSGP/UASI/STOP/PSN/NG911

Effective Date: July 1, 2020

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-2012-004-03
July 1, 2020

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 training/exercise sessions, meetings, or conferences.

This information bulletin replaces OHS-GT-2012-004-02 “Policy on Food and/or Beverage provided for Homeland Security training/exercise sessions, meetings, or conferences” dated September 18, 2018.

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 traveling **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 twelve (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) can be located at the following link:

<https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>. Please be aware all twelve (12) hour meals are reportable as taxable income (subject to applicable tax withholding) to the employee.

Additional IRS information can be located at the following link:

<https://oa.mo.gov/sites/default/files/121410travelmeals.pdf>

OHS-GT-2012-004-03
July 1, 2020

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.

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 (participant sign in sheet or roster, certificate) 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) which can be located at the following link: <https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>.

V. Grant Contact Information

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

Office of Homeland Security, Division of Grants
Lewis & Clark State Office Building
1101 Riverside Drive
P.O. Box 749
Jefferson City, Missouri 65102
Phone: 573-526-9020
Fax: 573-526-9012