

## Meeting and Conference Expenditure Guidelines

### 1.0 PURPOSE

Meetings, including conferences, workshops, and seminars, are common events for conducting business, research, and education. Incidental to the business purpose of such events, food and beverage may be provided under certain circumstances. In order to be eligible for BVARI support, a meeting must have a documented research, education, or business purpose in support of BVARI activities. These Guidelines are established in order to ensure compliance with federal regulations and BVARI policies and procedures for meeting expenditures not included in travel reimbursements.

### 2.0 CRITERIA

BVARI does not support alcohol or entertainment such as social activities, parties, or ceremonial occasions. The characteristics of appropriate meetings may vary. However, factors that BVARI will consider when evaluating a meeting for support include the following:

- Whether at least one speaker provides a presentation or instruction
- Whether there is a non-VA Medical Center (VAMC) speaker and/or non-VAMC personnel are among the expected attendees
- The frequency of meetings that involve the same personnel
- Whether the meeting involves at least one individual who is being recruited to conduct research or education at the VAMC
- Whether the meeting lasts more than two hours or extends through a normal mealtime

### 3.0 PROCEDURES

The following procedures should be followed for reimbursement of meeting meals and educational events.

#### 2.1 Research Meeting Meals

Many sponsored awards have restrictions on research-related meeting meals. Principal Investigators should contact BVARI's Sponsored Programs Administration in advance of providing food and/or beverage at any research-related meetings. The [U.S. General Services Administration \(GSA\) per diem rates](#) are considered appropriate reimbursement levels, if approved.

#### 2.2 Educational Programs

The BVARI Education Committee should approve the educational event in advance in accordance with the *Educational Program and Event Policy*. An *Educational Event Request Form* with documentation should be submitted for approval.

#### 2.3 Reimbursement Process

An *Expenditure Form* must be completed and include required documentation. Upon review and approval, BVARI will provide direct payment or reimbursement for reasonable meeting costs based on submission of original receipts.

### 3.0 RELATED DOCUMENTS

Educational Event Request Form

Educational Program and Event Policy

Expenditure Request Form

VHA Handbook 1200.17, 13.d(5)

**4.0 REVISION HISTORY**

<b>Revision Letter</b>	<b>Author</b>	<b>Date</b>	<b>Description of Changes</b>
A	Unknown	12/3/2013	Last known original release
B	Denise Moody	Nov 2020	<ul style="list-style-type: none"> <li>- Added requirement for advanced approval of meals provided for research-related or business-related meals.</li> <li>- Modified title previously named "Support for Meetings and Conferences"</li> </ul>
C	Denise Moody	3/23/22	<ul style="list-style-type: none"> <li>- Replaced "Meeting Meals Advanced Approval Process" with "Research Meeting Meals"</li> <li>- Revised "Educational Programs Advanced Approval Process" to reference <b><i>Educational Program and Event Policy</i></b></li> <li>- Removed detailed procedures in lieu of the <b><i>Expenditure Request Form</i></b></li> <li>- Added related documents</li> </ul>